

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President  
FROM: Karen Lamb, Executive Secretary  
DATE: October 8, 2014  
ITEM: **CONSIDERATION OF APPROVAL OF THE SEPTEMBER 10,  
2014 BOARD MEETING MINUTES**

---

The Board is requested to approve the Board meeting minutes from the September 10, 2014 Board Meetings.

**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, September 10, 2014

Analy High School Library

6950 Analy Avenue

Sebastopol, CA 95472

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

Kellie Noe, President

Diane Landry, Clerk

Rebecca DeSart, Trustee

Ted Walker, Trustee

Keller McDonald, Superintendent

Lauren Keegan, Analy Student Representative

Grace Kan, El Molino Student Representative

Reid McDivitt, Laguna Student Representative

Absent

Amber Twitchell, Vice-President

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: Recessed to closed session.

1. CONFIDENTIAL STUDENT MATTERS: INTRADISTRICT TRANSFER APPEALS #9-(2014-2015) AND #10-(2014-2015), Grade Appeal

2. PUBLIC EMPLOYMENT

a. Certificated

b. Classified

3. OTHER PUBLIC EMPLOYMENT

4. PUBLIC EMPLOYEE - DISCIPLINE/DISMISSAL/RELEASE

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

EMPLOYEE ORGANIZATION:

AGENCY NEGOTIATORS:

**Minutes – September 10, 2014 – Page 2**

**Represented Employees:**

WSCTA Keller McDonald

**Unrepresented Employees:**

Confidential/Supervisory Keller McDonald

Management Keller McDonald

Superintendent Kellie Noe

- 6. LEGAL UPDATES – CURRENT CASES (3) (SCV 254937 DOE V. WSCUHSD, OAH 2014060664 WSCUHSD V. BACCI, OAH CASE 2014080108 WSCUHSD V. GIFFORD)
- E. RECONVENE TO OPEN SESSION – The meeting was reconvened at 6:00 p.m.
- F. PLEDGE OF ALLEGIANCE – David Stecher led the Pledge of Allegiance.
- G. APPROVAL OF THE AGENDA - Trustee Walker moved to approve the Agenda. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, 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 - None
- I. CONSENT CALENDAR: Trustee Landry moved to approve the Consent Calendar. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell absent.
  - 1. CONSIDERATION OF APPROVAL OF THE AUGUST 13, 2014 BOARD MEETING MINUTES
  - 2. CONSIDERATION OF APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS
  - 3. CONSIDERATION OF APPROVAL OF SUPERINTENDENT’S RATIFICATION OF OVERNIGHT FIELD TRIP REQUESTS
  - 4. CONSIDERATION OF APPROVAL OF DONATIONS
  - 5. CONSIDERATION OF APPROVAL OF 2014-2015 WARRANT REGISTERS AUGUST 7, 2014 THROUGH SEPTEMBER 3, 2014
  - 6. CONSIDERATION OF APPROVAL OF DISTRICT ELECTION TO PARTICIPATE IN THE MANDATE BLOCK GRANT FOR 2014-15
  - 7. CONSIDERATION OF APPROVAL OF CONTRACT AGREEMENT BETWEEN WEST SONOMA COUNTY SPECIAL EDUCATION AND STUDENT SERVICES CONSORTIUM AND LINDA JOHNSON, OCCUPATIONAL THERAPIST FOR OCCUPATIONAL THERAPY SERVICES
  - 8. CONSIDERATION OF APPROVAL OF AGRICULTURAL CAREER TECHNICAL INCENTIVE GRANT APPLICATIONS FOR 2014-15
  - 9. CONSIDERATION OF AUTHORIZATION TO CONDUCT A PUBLIC BID FOR THE PROCUREMENT AND INSTALLATION OF BLEACHERS FOR THE ANALY AND EL MOLINO STADIUM PROJECTS
  - 10. CONSIDERATION TO RATIFY CONSULTANT CONTRACTS WITH MILLER PACIFIC ENGINEERING GROUP FOR GEOTECHNICAL SERVICES FOR THE ANALY AND EL MOLINO STADIUM PROJECTS
  - 11. CONSIDERATION OF APPROVAL OF SURPLUS PROPERTY DECLARATION
  - 12. CONSIDERATION OF APPROVAL OF CONTRACT AGREEMENT BETWEEN WEST SONOMA COUNTY SPECIAL EDUCATION AND STUDENT SERVICES CONSORTIUM AND KRISTINA BOBLITT, OCCUPATIONAL THERAPIST FOR OCCUPATIONAL THERAPY SERVICES

## Minutes – September 10, 2014 – Page 3

### J. CLOSED SESSION REPORT

1. CONFIDENTIAL STUDENT MATTERS – Trustee Landry moved to accept the recommendation of the panel in Student Matters #9 and #10. Trustee Walker seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent.
2. ACTION TAKEN - The Board of Education approved the employment of the following certificated and classified employees:
  - Marylou Zinsmaster, Consortium School Nurse, effective September 11, 2014
  - Daniele Dale, Behavior Assistant, 5.5 hours/day, effective August 19, 2014
  - Noemi Reyes, Bilingual Paraeducator, 6 hours/day, effective September 5, 2014
  - Kimberly Lingle, Payroll Technician/HR Assistant, 1.0 FTE, effective September 8, 2014
  - Candy Amos, SIS Data Coordinator, .75 FTE, effective September 9, 2014
  - Mayra Onofre, LHS Bilingual Paraeducator, .6875 FTE, effective September 22, 2014The Board of Education approved to revise the .40 FTE leave of absence previously approved for Miguel Crawford to a .20 FTE leave of absence for the 2014-2015 school year.  
The Board of Education approved to increase the following certificated teachers FTE:
  - Laura Malcolm, EMHS English Teacher, from .60 FTE to .80 FTE, effective August 25, 2014
  - Arthur Bangs, EMHS English Teacher from .80 FTE to 1.0 FTE, effective August 25, 2014
  - Keith Baker, EMHS Social Sciences/English Teacher from .80 FTE to 1.0 FTE, effective August 25, 2014
  - Ashley Himan, AHS/EMHS Social Sciences Teacher from .40 FTE to .60 FTE, effective September 8, 2014The Board of Education approved the following certificated and classified letters of resignation:
  - Shauna Ferdinandson, AHS English teacher, effective September 2, 2014
  - Joel Stickle, AHS Faculty Advisor for the Tiger Paws Newspaper, effective August 18, 2014
  - Mayra Onofre, AHS Food Service Worker, effective September 19, 2014

## II. SPECIAL RECOGNITION

- A. INTRODUCTION OF 2014-2015 STUDENT BOARD REPRESENTATIVES
  - Analy Principal, Chris Heller introduced Analy Student Board Representative, Lauren Keegan.
  - El Molino Principal, Matt Dunkle introduced El Molino Student Board Representative, Grace Kan
  - Laguna Principal, Kent Cromwell introduced Laguna Student Board Representative, Reid McDivitt
- B. INTRODUCTION OF NEW DISTRICT EMPLOYEES
  - Kent Cromwell, Laguna Principal introduced new employee, Caleb Lefkowitz
  - Chris Heller, Analy Principal introduced Ashley Himan, Cindy Dunn, Amy Jo Nelson and Juan Juaregui
  - Matt Dunkle, El Molino Principal introduced Dani Barese, Arthur Bangs, Jolene Johnson, Beth Ann Turner and Keith Baker
  - Kathrine Davy, Special Education Director, introduced Sandy Betschart
  - Mia Del Prete, Human Resources Manager, introduced Kimberly Lingle
  - Shelley Stiles introduced Candy Amos, Data Tech
- C. BREAK FOR REFRESHMENTS – The Board invited all to enjoy refreshments.

## III. COMMUNICATION

- A. VERBAL - None

## Minutes – September 10, 2014 – Page 4

- B. WRITTEN – Mr. McDonald received emails from a parent sharing concerns, the concerns have been addressed.

### IV. REPORTS

#### A. STUDENT REPRESENTATIVES

Lauren Keegan, Analy Student Representative, introduced herself to the Board. Ms. Keegan reported the students are off to a great start of the school year. Fall sports are going well. The students are enjoying the water filter stations. A new dance policy has been implemented this school year and the Homecoming Dance is October 4.

Grace Kan, El Molino Student Representative, introduced herself to the Board. She is very excited to be a student representative. Ms. Kan reported the Welcome Back Dance and the Freshman BBQ were a success. The leadership goal of this year is to increase student spirit at El Molino. September 27 the El Molino leadership class will be working on a river cleanup project.

Reid McDivitt, Laguna Student Representative -Absent

#### B. PRINCIPALS

Chris Heller, Analy Principal thanked the Alumni Association for hosting a cleanup day with 55 members in attendance. School opened smoothly with numbers close to what was projected. Back to School Night was successful. The Analy Band performed at the Giants game on August 25, unfortunately some instruments were left behind in the parking lot and have not been recovered. Donations of gently used instruments and monetary donations have been received to help replace the instruments. Administration will be going to the feeder schools on October 13, 2014 to market Analy. For the fifth year in a row, Analy High has been ranked in the top 1000 high schools in the nation by the Daily Beast Media Group, formerly known as the Newsweek Top High Schools in America rankings. This year's honor lists Analy High School at #221 in the nation.

Matt Dunkle, El Molino Principal reported it has been a very busy start of the school year. Mr. Dunkle reported enrollment is up slightly and holding steady. There have been many new hires, with a lot of great energy; it has been a very positive start to the year. There has been some shuffling of classes and addition of sections. El Molino hosted Back to School Night on September 4 it was a great experience. We are implementing a shift on how back to school night will be run. We have a strong participation in athletics for the fall season. Rolled out the first chrome book cart, there has been a tutorial on web page design for teachers. El Molino will participate in a slow foods dinner, partnering with the Backyard in Forestville. Mr. Dunkle reported on working with the Chambers in the community. Jacob Rich is doing a great job. Mr. Dunkle invited all to come out and visit El Molino.

Kent Cromwell, Laguna Principal reported he has applied for the Model Continuation High School and the application has been mailed off. Restorative Justices Resources, staff will be trained and as well as a crisis counselor. Mr. Cromwell reported a slow foods dinner will be hosted with the help of Chef Joseph Tinney and students will use some of the garden foods on September 21. New crops are being planted for the winter. Mr. Cromwell invited the Board to the Back to School BBQ, next Thursday at 11:30 am. Mr. Cromwell is super excited to bring back the ropes course which was made possible by the Community Foundation Grant, it will be on October 16, 2014.

#### C. ASSOCIATION REPRESENTATIVES

Mark Ballard, CSEA President – No report

Bill Olzman, WSCTA President reported it has been a wonderful start to the school year, there is so much enthusiasm from teachers and new hires. Mr. Olzman reported he is pleased with the early negotiation start and the fast response to class size meetings. The AP classes are impacting the rest of the schedule, so there is interest in revising the approach to AP classes.

## Minutes – September 10, 2014 – Page 5

Mr. Olzman reported there are issues with staff restroom facilities at Analy. Mr. Olzman acknowledges and supports the work of teacher, Betsy Amirkhan and her success with her math students. Mr. Olzman reported he is in support of Tom Torlakson for Superintendent of Education.

### D. BOARD MEMBERS

Trustee DeSart – No report

Trustee Walker reported he is excited about the new school year. Trustee Walker commented on the cleanliness of the campus and challenged the administrators to keep up the good work. Trustee Walker is concerned with feeder school enrollment numbers.

Trustee Landry apologized for missing the Analy Back to School Night. Trustee Landry did attend the El Molino Back to School Night, she enjoyed the ELAC meeting and it was great to see the new dance teachers and students. Trustee Landry was also able to attend the El Molino Performing Arts Center meetings.

Trustee Twitchell – Absent

Trustee Noe reported Trustee Twitchell will not be attending the meeting due to illness. Trustee Noe received from the Sonoma County Office of Education a notice that the Districts LCAP was accepted and meets the criteria.

### E. SUPERINTENDENT

- Disabled access to Analy gym and baseball fields – Mr. McDonald reviewed the concerns regarding access for community members to get to the Analy gym and baseball field. Mr. McDonald worked with community member Skip Cassady to find a resolution. The following items were reviewed:
  - Driving access to get down to field and to the gym
  - Requirement of a retro fits on buildings
  - Addressing handicap walkways
  - Analy stadium project will be brought up to accessibility code
- El Molino Performing Arts Center project update – Mr. McDonald reported the committee meets again on Tuesday, September 16. Quattrochi Kwok Architects will provide a pizza dinner. Mr. McDonald reported the committee visited 8 different theaters and looked at different theater designs. Mr. McDonald reported the Board approved on the Consent Calendar to go out to bid for the bleachers.
- Advanced Placement exam results – Mr. McDonald reported on the Advanced Placement exam results summary. Mr. McDonald commented on the great work done by students and teachers.

The following comments were made:

  - Recognize Analy teacher, Betsy Amirkhan and her great efforts and great scores from her students
  - Participation is down slightly
  - Need to pay more attention to gender balance
- Citizens Bond Oversight Committee meeting, Tuesday, September 9, 2014, 7:00 pm at the District Office – Mr. McDonald reported there was not a quorum to conduct the meeting.

## V. DISCUSSION /ACTION ITEMS

### A.

7:05 P.M. PUBLIC HEARING ON SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS – The Public Hearing was opened at 7:05 p.m. and closed at 7: 06 p.m. Mr. McDonald reviewed text book policy.
---

- ### B.
- CONSIDERATION OF APPROVAL OF RESOLUTION #2.SEPT.2014-15 ON SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS – Mr.

## Minutes – September 10, 2014 – Page 6

McDonald reviewed the Resolution on Sufficiency or Insufficiency of Instructional Materials. The West Sonoma County Union High School District is sufficient and provides sufficient materials to our student and schools. Trustee Walker moved to approve Resolution #3.SEPT.2014-15 on Sufficiency or Insufficiency of Instructional Materials. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Roll call vote - Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: Approved by 2 yes, 1 absent.

C. RECEIVE WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH THE DISTRICT FOR 2014-2015 – Mr. McDonald reported on the West Sonoma County Teachers Association initial proposal for contract negotiations with the District for 2014-2015. Trustee DeSart moved to Receive West Sonoma County Teachers Association (WSCTA) Initial Proposal for Contract Negotiations with the District for 2014-2015. Trustee Walker seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: 2 yes, 1 absent.

D. DISTRICT'S INTEREST IN NEGOTIATING CONTRACT ARTICLES WITH WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) FOR 2014-2015 – Mr. McDonald reviewed the District's initial proposal for contract negotiations with WSCTA for 2014-2015. Not an action item at this time.

E. REPORT ON ENROLLMENT AND INTERDISTRICT AND INTRADISTRICT TRANSFERS FOR FALL, 2014-2015 SCHOOL YEAR – Mr. McDonald reported in past years this report was done in October, traditionally after CBEDS day. The District has been tracking transfers closely and moved the report up a month earlier. Mr. McDonald reviewed enrollment information which was gathered from partner districts from the Analy and El Molino attendance areas. The following items were reviewed:

- West County Middle School enrollment
- 2013-14 end of year enrollment and 2014-15 start of year enrollment
- Interdistrict transfers into and from WSCUHSD October 2005 – September 2014
- Intradistrict transfers
- Students who withdraw from district schools during the school year

The following discussion took place regarding:

- Transfers are not approved based on the request of a class at a school that is not offered at the other school
- All transfer requests must be renewed every year
- Eighth grade information for tracking
- Caregiver notices are reported

F. FIRST READING OF RECOMMENDED REVISIONS TO ADMINISTRATIVE REGULATION 5116.1 INTRADISTRICT ATTENDANCE TRANSFER – Mr. McDonald reviewed there was discussion on the language on policy regarding verifiable hardship at a previous meeting. Mr. McDonald reviewed additional suggested language and pointed out that the changes are shown in bold italic.

The following discussion took place regarding:

- Typo will be fixed from verity to verify
- Recommend to take the affidavit out of the consideration and use other forms of verification
- Documentation from a medical or mental health provider
- Hardships
- Legacy – allowing siblings to attend without falling within the guidelines

The Board requested this item be brought back next month as an discussion/action item.

G. CONSIDERATION OF APPROVAL OF 2013-14 UNAUDITED ACTUALS - Shelley Stiles reported on the 2013-14 Unaudited Actuals and reviewed the year end summary. The following items were reviewed: Revenue, Expenditures and Fund Balance. Ms. Stiles reported

**Minutes – September 10, 2014 – Page 7**

the auditors will be at the District for an audit on Monday and will report out at the December Board meeting. Trustee Landry moved to Approve the 2013-14 Unaudited Actuals. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: 2 yes, 1 absent.

- H. CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE FOR 2014-15 – Shelley Stiles reported on the monthly budget update for 2014-15. Trustee DeSart moved to approve the Monthly Budget Update for 2014-15. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: 2 yes, 1 absent.
- I. CONSIDERATION OF APPROVAL OF UPDATE TO THE PARCEL TAX PLAN FOR 2014-15 – Shelley Stiles reported on the update to the parcel tax plan for 2014-15. Trustee Landry moved to approve the Update to the Parcel Tax Plan for 2014-15. Trustee Walker seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: 2 yes, 1 absent. A brief discussion took place that this is good PR information.
- J. CONSIDERATION OF APPROVAL OF RESOLUTION #3.SEPT.2014-15 IN THE MATTER OF ADOPTING A GANN LIMIT – Shelley Stiles reviewed the resolution. Ms. Stiles reported this is done annually and this year there are a few changes in the format because the LCFF funding is different. Trustee Walker moved to approve Resolution #3.SEPT.2014-15 In The Matter of Adopting a Gann Limit. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee DeSart, yes, Trustee Walker, yes, Trustee Landry, yes, Trustee Noe, yes, Trustee Twitchell, absent. Student Advisory Vote: 2 yes, 1 absent.
- K. DISTRICT COMPLIANCE WITH MANDATED BAY AREA COMMUTER PROGRAM – Mia Del Prete reported receiving a notification over the summer from the Bay Area Air Quality Management District stating the our District is within the area required to register and offer commuter benefits for our employees. Ms. Del Prete reported she conducted a survey of larger district to find out how they will be managing this program and the options of setting up a Section 125 plan. American Fidelity has been contacted to see if their program is a fit for our District.

Trustee DeSart requested some research be done on the patriotic observance and if it could be something other than the Pledge of Allegiance.

**VI. FUTURE AGENDA ITEM**

- A. PUBLIC HEARING ON THE DISTRICT'S INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) FOR 2014-2015 – OCTOBER 8, 2014
- B. CONSIDERATION OF APPROVAL OF THE DISTRICT'S INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) FOR 2014-2015 – OCTOBER 8, 2014
- C. PROGRESS REPORT ON ANALY BAND ROOM DESIGN – OCTOBER 8, 2014
- D. PRESENTATION OF SCHEMATIC DESIGN FOR ANALY STADIUM AND EL MOLINO STADIUM – OCTOBER 8, 2014
- E. REVIEW DEVELOPER FEE POLICY AND PROCEDURES – OCTOBER 8, 2014
- F. CONSIDERATION OF APPROVAL OF 2014-15/2015-16 BUDGET/FINANCIAL CALENDAR – OCTOBER 8, 2014
- G. CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE FOR 2014-15 – OCTOBER 8, 2014



**Minutes – September 10, 2014 – Page 8**

- H. CONSIDERATION OF APPROVAL OF ANALY BAND ROOM CONSTRUCTION DOCUMENTS TO SUBMIT TO DIVISION OF STATE ARCHITECT – NOVEMBER 12, 2014
- I. CONSIDERATION OF APPROVAL OF ANALY STADIUM AND EL MOLINO STADIUM CONSTRUCTION DOCUMENTS TO SUBMIT TO DIVISION OF STATE ARCHITECT – DECEMBER 10, 2014
- J. WEST COUNTY TRANSPORTATION AGENCY TRANSPORTATION SAFETY PLAN
- K. AMENDMENTS TO WEST COUNTY TRANSPORTATION AGENCY POLICY 5003 REGARDING HOME TO SCHOOL TRANSPORTATION REGARDING STUDENT USE OF BUS PASSES TO BOARD AND RIDE BUSES
- L. REVISE DISTRICT INSTRUCTIONAL MATERIALS ADOPTION CALENDAR

**VII. ADJOURNMENT** – The meeting was adjourned at 8:22 p.m.

## WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

### DISTRICT GOALS for 2014-2015

Approved by Board of Trustees on May 7, 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
  - Allocate resources 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

## **Minutes – September 10, 2014 – Page 10**

- 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

**DISTRICT GOALS – Board approved May 7, 2014**

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Karen Lamb, Executive Secretary

DATE: October 8, 2014

ITEM: **CONSIDERATION OF APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS**

---

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

Four Analy High School students will travel to UOP in Stockton to participate in a Debate Tournament on October 23-26, 2014. The students will be driven by Lynette Williamson an approved volunteer driver. The students will be chaperoned by Lynette Williamson, an approved overnight chaperone. The students and chaperone will stay at the Marriott Hotel in Stockton.

Eight El Molino High School students will travel to Louisville, Kentucky to participate in the National FFA Convention on October 29 through November 2, 2014. The students will travel by Ag van to and from the Sacramento Airport; driver, Marilee Mazur is an approved volunteer driver. The students will travel by airplane to and from Louisville, Kentucky and transported by shuttle service to and from the Convention Center. The students will be chaperoned by Marilee Mazur an approved overnight chaperone. The students and chaperone will stay at the Conference Center Hotel in Kentucky.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

No

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Karen Lamb, Executive Secretary

DATE: October 8, 2014

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

---

Fifteen El Molino High School students traveled to Half Moon Bay to participate in a Cross Country Tournament on October 4-5, 2014. The students traveled by private vehicles driven by their own parent/guardian. The students were chaperoned by Heather Rosales, Tony Lane and Hal Schultz, all are approved overnight chaperones. The students and chaperones stayed at the campground in Half Moon Bay.

The opportunity for the students to participate in this activity came after the Board meeting in September; 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: Kellie Noe, Board President  
FROM: Karen Lamb, Executive Secretary  
DATE: October 8, 2014  
ITEM: **CONSIDERATION OF APPROVAL OF DONATIONS**

---

The Board of Education is requested to approve the following donations:

- Traditional Medicinals donated 18 boxes of medicinal teas for student use to El Molino High School.
- Douglas Kay and Bethel Sherwood donated \$10.00 to Laguna High School for art program materials and supplies.
- Target-Take Charge of Education donated \$37.10 to Laguna High School for materials and supplies.

**RECOMMENDATION:**

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

**ATTACHMENT:**

No

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: October 8, 2014

ITEM: **CONSIDERATION OF APPROVAL OF WARRANT REGISTERS  
SEPTEMBER 3, 2014 THROUGH OCTOBER 1, 2014**

---

**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, September 3, 2014 through October 1, 2014 under separate cover for review.

**RECOMMENDATION:**

The administration respectfully requests that the School Board approve the payment of warrants for September 3, 2014 through October 1, 2014 under separate cover for review.

**ATTACHMENTS:**

No

I.I.6./OCT.14

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: October 8, 2014

ITEM: **CONSIDERATION OF APPROVAL OF WEST COUNTY  
TRANSPORTATION AGENCY TRANSPORTATION SAFETY  
PLAN**

---

**BACKGROUND:**

The West County Transportation Agency (WCTA) is a Joint Powers Agency that manages and provides student transportation services for sixteen public school districts in Sonoma County. Our District has been a member of WCTA since the agency was created over twenty years ago.

In keeping with the requirements of Education Code Section 39831.3, WCTA develops and implements a Transportation Safety Plan which provides procedures for school personnel to follow to ensure the safe transport of pupils. The WCTA Board of Directors, comprised of the Superintendents of the WCTA member districts, approves the Transportation Safety Plan annually. The WCTA Board approved the plan in May 2014.

The plan requires that students receive specific school bus safety information and instruction. WSCUHSD distributes school bus safety information when students register for class at the start of the school year. WCTA bus drivers provide safety instruction to students using WCTA school buses.

The Transportation Safety Plan must also be approved by the Board of each member district and a copy of the plan kept on file by each district and available for inspection by any California Highway Patrol officer upon request.

**CURRENT CONSIDERATION:**

At this time, the Board will consider approving the West County Transportation Agency Safety Plan.

**RECOMMENDATION:**

Administration respectfully recommends the Board approve the West County Transportation Agency Transportation Safety Plan for 2014-2015.

**ATTACHMENTS:**

Yes



**Education Code**

**TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100]**

*( Title 2 enacted by Stats. 1976, Ch. 1010. )*

**DIVISION 3. LOCAL ADMINISTRATION [35000 - 45460]**

*( Division 3 enacted by Stats. 1976, Ch. 1010. )*

**PART 23.5. TRANSPORTATION [39800 - 40090.5]**

*( Part 23.5 added by Stats. 1999, Ch. 646, Sec. 14. )*

**CHAPTER 1. Transportation Services [39800 - 39860]**

*( Chapter 1 added by Stats. 1999, Ch. 646, Sec. 14. )*

**ARTICLE 3. Schoolbuses [39830 - 39842]**

*( Article 3 added by Stats. 1999, Ch. 646, Sec. 14. )*

**39831.5.**

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a schoolbus or school pupil activity bus shall receive instruction in schoolbus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a schoolbus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on schoolbus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of schoolbus stops near each pupil's home.
- (B) General rules of conduct at schoolbus loading zones.
- (C) Red light crossing instructions.
- (D) Schoolbus danger zone.
- (E) Walking to and from schoolbus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the schoolbus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.

(B) Acceptable placement of passenger restraint systems on pupils.

(C) Times at which the passenger restraint systems should be fastened and released.

(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a schoolbus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

(1) Name of school district, county office of education, or private school.

(2) Name and location of school.

(3) Date of instruction.

(4) Names of supervising adults.

(5) Number of pupils participating.

(6) Grade levels of pupils.

(7) Subjects covered in instruction.

(8) Amount of time taken for instruction.

(9) Busdriver's name.

(10) Bus number.

(11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

*(Amended by Stats. 2003, Ch. 552, Sec. 13. Effective January 1, 2004.)*

# **WEST COUNTY TRANSPORTATION AGENCY**

## **TRANSPORTATION SAFETY PLAN FOR SCHOOL PERSONNEL**

This Transportation Safety Plan contains procedures for school personnel to follow to ensure the safe transport of pupils and is in compliance with Education Code Section 39831.3.

### **HOME-TO-SCHOOL TRANSPORTATION PROVIDER**

West County Transportation Agency is a public, Joint Powers Agreement or Agency formed by your school district or contracted by your district to provide safe, child-centered, economical and coordinated school transportation service for you. The information in the following paragraphs is intended to assist school personnel in their task of providing safe transportation.

Students shall receive a packet of school transportation safety and ridership information at least once when they are enrolled in school (Education Code Section 39831.5). The parent packet of school bus safety information is included in this plan and is updated annually and must be included in the district's back to school parent information. A district may supplement this information based on additional procedures adopted locally, but may not remove anything. If there are additional procedures, the District shall share that information with WCTA. Most of this same information is presented below so school personnel may include this information in their daily contact with students, may utilize this in answering questions for students or the public, or teachers may utilize this in developing instructional lessons for school transportation safety.

### **BUS ROUTES**

Regular home-to-school bus route schedules are delivered to school offices several weeks prior to the beginning of the school in August. Although bus routes and stops change infrequently, occasionally notices are sent to schools or given directly to students. Any questions regarding any revised bus schedules should be directed to the Dispatchers at West County Transportation Agency. Routes are identified by a number. That number is located next to the entrance door on each bus. Students need to have a designated school bus stop, and any student who wishes to ride another bus or travel to a different bus stop must have a signed permission note from a parent. Students without such a note will be allowed to leave the bus at their regular stop only, or will be returned to school. If there is not a bus stop located in close proximity to a student's home, one may be established by calling West County Transportation Agency at 707-206-9988 x19.

Students newly enrolling in school shall be assigned a bus stop by a School or Agency official. Special education students are assigned their bus stop location when service is requested. WCTA schedulers will notify the family of the bus stop location before service begins. Regular education students are issued a bus pass that identifies the location of the bus stop that is assigned for that student. The bus pass shall be carried with the student at all times.

Students are urged to get to the bus stop at least five minutes prior to the posted stop time. Bus stop times may slightly change or vary depending on ridership changes made in the first couple of weeks of school. Drivers make a point to notify students and parents of any changes. Buses never leave the bus stop location prior to the posted time.

Students must remain orderly at the bus stop, must remain at least twelve feet back of the main traveled portion of the roadway and should be visible to the driver. Students must be respectful of property-owners where the bus stop is located, must keep their voices down and keep off of the property.

School staff should assist student bus riders particularly the first couple of weeks of school by reviewing the bus they are to board at the end of the day, identifying that on a temporary name tag, and walking out with students to the buses.

#### DETERMINING IF A PUPIL REQUIRES ESCORT

The driver, in conjunction with the Transportation Agency, the School and the student's input shall determine if escort is required at a particular bus stop in compliance with Section 22112 of the California Vehicle Code. Particularly with new students registering in a school, with whom the Transportation Agency may not have exact address information or home location, the driver shall get verification of their address from the Dispatcher or School Office, and may have to rely on the student input for clarification. Every stop requiring an escort will be clearly marked on the route sheet.

#### WALKING TO AND FROM SCHOOL BUS STOPS

Students should be very careful when walking to and from school bus stops. Parents should accompany young children to the bus stop and assist in keeping order while waiting for the bus. Children should be instructed to keep on sidewalks or on the shoulder, and far away from the main traveled portion of the roadway. Children should pay close attention to traffic, weather conditions, and visibility conditions. Visible clothing, or clothing and backpacks with reflective material should be worn at all times. Children should remain orderly at all times and refrain from boisterous conduct or horseplay while walking to and from the school bus stop. Children should not engage in conversation with strangers or accept rides from passing motorists. When walking to or from a bus stop, children should face traffic.

#### GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES

Students should wait in an orderly fashion while at the bus stop in the morning. They should be at the bus stop at least five minutes prior to the posted stop time. Students should be at least twelve feet back from the main traveled portion of the roadway and visible to the driver. Pushing, shoving or horseplay is not allowed at the bus stop. Students should be mindful of the bus stop location. Many are in driveways and on private property. Students are not allowed to throw rocks or other objects, play around, cause excessive noise, touch or tamper with the other private property or vehicles nearby. Once the bus arrives students shall wait for the driver to come to a complete stop and the door of the bus to open before they begin to move forward to the bus. Students should board the bus one-at-a-time, using the available hand-rails, and move quickly to an open seat. If a student drops papers or other objects while boarding the bus he/she should get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you!

In the afternoon, students should wait at school according to the established pre-bus-loading procedure at the school. Teachers or aides on duty at the bus loading area shall maintain order over students, keep the students well away from the location where the buses pull up and orderly release or escort the students to their buses. Teachers or aides on duty must remain at the bus loading zone until all buses have departed. Drivers may need their help for disciplinary matters or to take students back to the office. Ensure that no students get close to buses, touch them, and in no case may a student go under the bus.

When students depart from school on the bus and they are arriving at their bus stop, they must remain seated until the bus comes to a complete stop, the brakes are set and the door is open before they stand up to exit the bus. Students should have all of their clothes and supplies together in preparation for their bus stop. Students should use handrails when leaving the bus and shall walk away from the bus to the shoulder or sidewalk and walk directly home. If a student drops papers or other objects while he/she is leaving the bus, please get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you.

## SCHOOL BUS DANGER ZONES

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than twelve feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injury to students occur outside of the bus in this danger zone. If a student drops papers, lunch boxes or other objects while loading or unloading from the bus the student must get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you!

## SAFE RIDING PRACTICES

In compliance with Education Code Section 39831.5, students annually receive instruction on proper loading and unloading procedures including escorting by the driver, proper passenger conduct, bus evacuation and location of emergency exits and emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

Prior to departure on any school activity trip, all pupils riding on a school bus or a school pupil activity bus (SPAB) shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.

In addition to the expectations spelled out to students in the above, drivers orient students to rules and expectations their first days of each school year. Rules are posted in the buses. Consequences for poor behavior and rewards for good behavior are discussed. Classroom behavior is expected on all school buses. Students must remain seated at all times, must keep all body parts inside the windows of the bus, must not eat, drink or smoke on the bus, must keep noise down, are not allowed to "roughhouse" on the bus and must follow all directions of the driver.

## RED LIGHT CROSSINGS

When a student needs to cross the road and the stop is designated as an escorted crossing, the driver sets the parking brake, secures the bus, turns on the red lights, takes the key, opens the door and exits the bus with a hand held stop sign to escort the student across the road. The student should follow all of the directions of the driver, and not cross the road until the driver verbally tells the student to proceed. This crossing maneuver is considered most dangerous and students must be aware, alert and follow directions of the driver.

## CLOTHING HAZARDS

In the past few years, there have been several serious student injuries or fatalities in other states due to clothing or backpacks that have drawstrings. The drawstrings have gotten caught in handrails on the bus, without the driver's knowledge. Please inspect the children's clothing or backpacks to ensure there are not drawstrings or other hanging objects that could get caught in the handrail or the door.

## FIELD TRIPS

When planning a field trip, the school has several options. They may use a school bus, a school pupil activity bus (SPAB) operated by a charter bus company, use school owned automobiles or vans, use public transit or use parent-owned vehicles.

### School Buses

School buses are the most highly regulated student transportation vehicles and school bus drivers are the most highly trained drivers in California. On any school field trip, whether on a bus or not, teachers shall have a roster of all students on the trip, an itinerary of the trip and should carry a supplemental first aid kit appropriate for the trip destination and activity intended. Teachers or coaches should plan all stops in conjunction with the transportation provider and should not allow students to eat while the vehicles are moving.

## SPAB Buses

School Pupil Activity Buses are operated by a Charter Party Carrier (for-hire charter bus operator). SPAB buses need to be certified by the CHP Motor Carrier Inspector within the past 13 months and must have a certificate on board that is signed and dated by the inspector. The driver must also have received some special training and must have at least a Class B license and a Special Driver Certificate valid for driving a SPAB bus. When you book a SPAB bus you must specify such and a school official shall inspect the bus certification and driver certification upon arrival at the school to pick up the group.

## Public Transit

If the group intends to use public transit for their trip, the school should call the transit agency prior to the trip to ensure they are prepared for the group and to inquire regarding any special requirements for student groups.

## School Vehicles

If school vehicles are to be used, they must be consistent with the law (may not seat more than nine students and the driver—and constructed so as not to hold more than that) and have a properly licensed driver who is an employee of the District. All passengers must be seat-belted while in the vehicle. It is ideal if such drivers received training in defensive driving and first aid practices and if the vehicle were part of a regular and systematic preventive maintenance program. The district should enroll the driver in the DMV Pull Notice program so the district receives notification of any accident, moving violation, driver safety points, or suspensions of the driver's license. It would be recommended that district employees that drive students in district vehicles also participate in a drug and alcohol testing program similar to school bus drivers.

## Parent Vehicles

The use of parent vehicles for field trips shall strictly adhere to District Policy. All parents shall show proof of appropriate insurance. In no case shall a vehicle be used that is designed for more than nine passengers and the driver. In no case shall more than nine passengers plus the driver be seated in a parent vehicle. Parents should be fingerprinted and background checked as volunteers. This is the most dangerous mode of transportation for district field trips. The district will have no knowledge of a parent's vehicle and its relative mechanical safety nor of the stability and condition of the parents. Licensed high school students that are participating in school activities should never drive other high school students in their own vehicles or in district vehicles to or from school activities, practices or games off-site.

## SPECIAL SITUATIONS OR CIRCUMSTANCES

If you encounter a student transportation safety situation that is not covered in this plan or seems unique, please contact West County Transportation Agency for direction or the School Pupil Safety Officer of the California Highway Patrol for direction.

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President  
FROM: Shelley Stiles, Business Manager  
DATE: October 8, 2014  
ITEM: **CONSIDERATION OF APPROVAL OF 2014-15/2015-16  
BUDGET / FINANCIAL CALENDAR**

---

**BACKGROUND INFORMATION:**

For utilization as a financial guide, the School Board and community are being presented with a budget/financial calendar highlighting a timeline of monthly budget information and actions during the upcoming one-year period.

**CURRENT CONSIDERATION:**

The proposed calendar includes the four key budget development and/or monitoring actions needing School Board approval—the 1<sup>st</sup> and 2<sup>nd</sup> Interim Reports, the Budget Adoption and the approval of the Unaudited Actuals. Additional budgeted development and management actions are noted.

**RECOMMENDATION:**

The budget/financial calendar is provided as an informational item.

**ATTACHMENTS:**

Yes

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**  
**Budget / Financial Calendar**  
**2014-15/2015-16 Fiscal Years**

<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
September 2014	Approve Unaudited Actuals for 2013-14	Board of Trustees, Business Manager
December 10, 2014	Approve First Interim Report for 2014-15 including MYP for 2015-16 and 2016-17	Board of Trustees, Business Manager
December 11, 2014	Consideration of Resolution – Annual Accounting of Developer Fees	Board of Trustees, Business Manager
January 2015	California Governor submits proposed budget to legislature	Governor / Legislature
February 2015	Review budget guidelines and assumptions included in financial projections for 2014-15	Administrative Council, Business Manager
February / March 2015	Develop financial projections for 2014-15 in time for March 15 preliminary lay-off deadline <ul style="list-style-type: none"> <li>• Enrollment, staffing, site allocations, potential program changes</li> </ul>	Business Manager, Human Resources Manager
March 2015	Provide to Principals/Resource Managers estimated site discretionary funding for 2015-16	Business Manager, Accountant/Analyst
March 2015	Provide expenditure/budget model to Principals/Resource Managers for cost distribution	Business Manager, Accountant/Analyst
March 2015	Obtain year to date expenditure summary through February 28 and present to resource managers for their review	Business Manager, Accountant/Analyst
By March 15, 2015	Issue preliminary lay-off notices, if any, by March 15 deadline	Superintendent, Human Resources Manager
March 2015	Approve Second Interim Report for 2014-15 including MYP for 2015-16 and 2016-17	Board of Trustees, Business Manager
March 2015	Revise MYP projected enrollment and staffing to include decisions made by March 15 lay-off deadline	Business Manager, Human Resources Manager, Principals
March 2015	Request return of expenditure/budget model to Business office by month end	Business Manager, Accountant/Analyst, Principals, Resource Managers
March/April 2015	Board workshop on budgets	Business Manager
April 2015	Develop detailed preliminary budget for 2015-16 including staffing levels established and any changes thereto	Business Manager, Human Resources Manager, Accountant/Analyst



<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
May 2015	Governor's May Revise	Governor
May 2015	Issue final lay-off notices, if any, by May 15 deadline	Superintendent, Human Resources Manager
May 2015	Discuss and revise budget assumptions	Business Manager
May 2015	Publish public notice for proposed budget	Business Manager, SCOE
June 2015	Update of Deferred Maintenance Plan	Director of Maintenance, Business Manager
June 2015	Public hearing and Budget adoption for 2015-16 Public hearing and Approval of LCAP for 2015-16	Board of Trustees, Superintendent, Business Manager
June 2015	Approval of year end cash borrowing	Business Manager
By July 1, 2015	Submit approved budget to Sonoma County Superintendent of Schools	Business Manager
August 2015	Monitor enrollment and staffing for 2015-16 and start revising as needed	Superintendent, Business Manager, Principals, Human Resources Manager
August 2015	Overview of State of Education Budget, 45 Day Revise of District Budget	Superintendent, Business Manager
September 2015	Review and approve Unaudited Actuals for 2014-15	Board of Trustees, Business Manager
September 2015	Update 3-year Parcel Tax Plan	Business Manager

I.I.8./OCT.8.14

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President  
FROM: Mia Del Prete, Human Resources Manager  
DATE: October 8, 2014  
ITEM: **CONSIDERATION OF APPROVAL OF QUARTERLY  
WILLIAMS UNIFORM COMPLAINT REPORT**

---

**BACKGROUND INFORMATION:**

In January of 2005 the Board approved new Administrative Regulation 1312.4 addressing the Williams Uniform Complaint Procedures. This regulation is a mandate of Education Code Section 35186 and addresses complaints regarding instructional materials, teacher vacancy and/or mis-assignment, and maintenance of facilities. Part of the regulation calls for a Quarterly Report of Complaints to be given to the Board of Education and then forwarded to the County Office of Education.

**CURRENT CONSIDERATION:**

The July 1 – September 30, 2014, Quarterly Report for West Sonoma County Union High School District is attached. There were no complaints filed during this time period in any of the areas of the regulation.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the Quarterly Williams Uniform Complaint Report for the period of July 1 – September 30, 2014.

**ATTACHMENTS:**

Yes

**West Sonoma County Union High School District**  
**Williams Settlement**  
**Quarterly Uniform Complaint Report Summary**

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

**Reporting Period:**

- January 1 – March 31, 2014     April 1 – June 30, 2014  
 July 1 – September 30, 2014     October 1 – December 31, 2014

**No complaints were received during the above time period.**

*If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.*

General Subject Area	Complaints Received	Complaints Resolved	Unresolved Complaints
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and/or Mis-assignment	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Board meeting date: 10/8/2014  
 Date sent to County Superintendent of Schools: 10/9/2014  
 Sonoma County Office of Education  
 5340 Skylane Blvd.  
 Santa Rosa, CA 95403