

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 DISTRICT'S INITIAL PROPOSAL FOR CONTRACT ARTICLES TO NEGOTIATE WITH WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) FOR 2014-2015**

BACKGROUND INFORMATION:

In the collective bargaining process, during September every year, the West Sonoma County Teachers Association (WSCTA) and District each provide an initial proposal of articles in the collective bargaining agreement to negotiate during the current school year. The District receives the initial proposal from the WSCTA at a public Board meeting. The District also presents at a Board meeting a "proposed initial proposal" for articles to negotiate. After sufficient time for public review of the District's proposed initial proposal, the Board accepts public input and considers approving the District's initial proposal for contract articles to negotiate with WSCTA for the current school year. After the Board receives the WSCTA's initial proposal and approves the District's initial proposal, contract negotiations can begin.

For 2014-2015, the WSCTA and District may each open negotiations on contract articles pertaining to wages, benefits, calendar, and two additional contract articles.

At the meeting on September 8, the Board reviewed the District's interest in negotiating the following contract articles with WSCTA for 2014-2015:

- Article 3 – Wages
 - The District is interested in providing compensation comparable to similar public school districts in the region
- Article 6 – Health and Welfare Benefits
 - The District is interested in reducing health and welfare benefit costs to the District and to employees while providing benefits comparable to other public school districts in the region
- Article 4 – Hours
 - The District is interested in developing and adopting a School Calendar for 2015-2016
- Article 5 – Class Size
 - The District is interested in contract language which establishes class size for Independent Study instructional programs

CURRENT CONSIDERATION:

At this time, the Board will accept public input and consider approving the District's initial proposal for contract articles to negotiate with WSCTA for the current school year. The proposal under consideration has evolved somewhat from the proposal presented at the September Board meeting. The District is not proposing to open Article 5 – Class Size because this article is included on WSCTA's initial proposal.

At this time, the Board will consider approving the District's initial proposal for opening negotiations with the WSCTA for 204-2015 on the following contract articles

- Article 3 – Wages
 - The District is interested in providing compensation comparable to similar public school districts in the region
- Article 6 – Health and Welfare Benefits
 - The District is interested in reducing health and welfare benefit costs to the District and to employees while providing benefits comparable to other public school districts in the region
- Article 4 – Hours
 - The District is interested in developing and adopting a School Calendar for 2015-2016
- Article 11 – Employee Evaluation Procedures
 - The District is interested having evaluations for certain permanent employees occur up to every five years, at the agreement of both the unit member and evaluator. The District is also interested in streamlining the Peer Assistance and Review (PAR) process to meet the needs for teacher support under the current of the Local Control Funding Formula.
- Article 10 – Effects of Layoff for Laid Off Employees
 - The District is interested in revising contract language to be consistent with current law

RECOMMENDATION:

Administration recommends the Board review the District's initial proposal for contract negotiations with WSCTA for 2014-2015 as shown in the "Current Consideration" section, above.

ATTACHMENTS:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: October 8, 2014

ITEM: **PRESENTATION OF SCHEMATIC DESIGN FOR ANALY
BAND ROOM**

Background Information:

In fall 2013, the Board directed QKA, consultants and staff to move forward with a detailed design of the Analy Band Room. The Analy Band Room design team, with significant input from staff and community, refined the conceptual design into a schematic design. The revised schematic design features were presented to the Board in June 2014. The revised design included an increased ceiling height; redesigned storage for instruments, music and uniforms; revised office and practice space; and other changes. The building was reoriented to increase use of day light, and the building footprint was altered based on a topographical survey. At the June Board meeting, the Board directed QKA to move toward completed design development.

Current Consideration:

At this time, our architects and consultants will present a final schematic design for the Analy Band Room and a progress report on design development. The District anticipates the Board considering final approval of the design at the November meeting and our architects submitting the design to the state for approval immediately thereafter. We are on a timeline to secure state approval of the design, go to public bid, select a contractor, secure additional bond revenues, and construct the building for occupancy in the 2016-17 school years.

Recommendations:

The administration respectfully recommends the Board receive the Analy Band Room design presentation from QKA. QKA and District staff will be available to answer questions. This is not an action item. Administration anticipates having an action item to consider approval of the design to submit for state approval in November.

Attachments:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: June 27, 2012

ITEM: **PRESENTATION OF DESIGNS FOR ANALY AND EL
MOLINO STADIUM PROJECTS**

Background Information:

QKA architects and consultants presented a design concept for the Analy and El Molino sports field and stadium projects to the Board in October 2012. In June 2014, the Board adopted an updated Measure I facility project funding plan and timeline, and authorized our District architects to move forward with design development. The stadium project design teams at Analy and El Molino have worked diligently in recent months to produce designs that meet the District's needs and hit the budget targets.

Current Consideration:

Staff from QKA architects, GSM Landscape Architects, consultants, and District staff will present designs for the Analy and El Molino stadium projects. These designs have the endorsement of the Analy and El Molino stadium design teams. Estimated project costs (both "hard" and "soft" costs and contingencies) will be discussed. Likely project timelines will also be discussed.

Recommendations:

The administration respectfully recommends the Board hear the presentation of designs for the Analy and El Molino stadium projects. Consultants and WSCUHSD staff will be available to answer questions. This is not an action item at this time. Administration anticipates the Board will consider approval of design documents to submit for state approval in December.

Attachments:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Jennie Bruneman, Director of Maintenance and Operations

DATE: October 8, 2014

ITEM: **CONSIDERATION OF APPROVAL OF BID AWARD FOR THE PROCUREMENT AND INSTALLATION OF BLEACHERS FOR THE ANALY AND EL MOLINO STADIUM PROJECTS**

BACKGROUND INFORMATION:

At the September 10, 2014 Board meeting, the Board authorized staff to conduct a competitive bid for the Analy and El Molino Bleachers.

On September 25, 2014 the District opened bids for the above referenced project. The bid results are as follows:

	Analy Home Bleachers	Analy Visitor Bleacher Allowance	El Molino Bleachers	TOTAL
Schultz Industries, Inc. dba Sturdisteel Company	\$498,000.00	Included in Analy total	\$154,000.00	\$652,000.00
Southern Bleachers	\$443,795.00	\$ 60,000.00	\$234,080.00	\$737,875.00
GT Grandstands Inc	\$471,773.00	\$ 60,000.00	\$218,224.00	\$749,997.00

CURRENT CONSIDERATION:

The Board will consider awarding a construction contract to Schultz Industries, Inc., dba Sturdisteel Company for the procurement and installation of bleachers at Analy and El Molino High Schools in conjunction with the stadium projects.

If the Board approves this bid award, Sturdisteel will provide bleacher plans and specifications to be included with the full construction package that the District architect will submit to the Division of State Architect (DSA). The construction schedule will be determined after the project obtains DSA approval.

The scope of work consists of:

Analy

- Horizontal Beam (Wide-flange) Permanent Grandstand on slope
- 969 - seats (18")
- 11 - 33" Wheelchair Spaces with 11 companion seats
- 8' x 36' Integral Press box with Optional Roof Railing and Chain link Fencing
- 4 Aisle ways and each to be a minimum of 4'-6" wide
- 2 ADA ramps at both ends of grandstand
- 2 inset stairs to sidewalk in middle of grandstand

- Front walkway raised to a height of 3'-6" and 11'-5" deep
- Side railing shall be provided along sides and back
- Bleachers shall have 10 rows high with seats at 17" high and rows at 26" on center and 13" rise per row
- Tongue and groove closed deck system
- Spread footing foundations and ramp/stair landings
- Delivered and installed
- DSA approved submittal included (all drawings and calculations)
- Repair of existing bleachers on North side of stadium (visitor)

El Molino

- Angle Bracket Permanent Grandstand
- 659 - seats (18")
- 8 - 36" Wheelchair Spaces with 8 companion seats
- 8' x 24' Integral Press box with Optional Roof Railing and Chain link Fencing
- 4 Aisle ways and each to be a minimum of 4'-6" wide
- Side railing shall be provided along sides and back
- Bleachers shall have 10 rows high with seats at 17" high and rows at 24" on center and 8" rise per row.
- Tongue and groove closed deck system
- Delivered and installed
- DSA approved submittal included (all drawings and calculations)

Bleacher Project Costs:

The stadium projects are listed in the project timeline as the Analy and El Molino stadium improvement projects with approved budgets of \$4,130,000 at Analy and \$3,846,000 at El Molino. Included in the approved budget for both stadiums is funding for replacement of the current visitor bleachers at Analy (which will become the "home" bleachers), repair of the existing bleachers to the North of the stadium at Analy (which will become the "visitor" bleachers) and the addition of permanent bleachers at El Molino High School. Estimated soft costs are included in the overall stadium project budget.

Hard Construction Costs for Bleachers:

Analy Cost of Bleachers	\$ 438,000.00*
Analy Visitor Bleacher Repair Allowance	\$ 60,000.00
El Molino Cost of Bleachers	\$ 154,000.00
Change Order Contingency @ 10%	<u>\$ 65,200.00</u>
Total Hard Construction Costs:	\$ 717,200.00

Total Estimated Hard Costs at Bid Authorization: \$ 787,600.00

*Analy administration and staff have requested a larger than normal press box to accommodate staff, filming, announcers, coaches etc., The additional size of the press box is anticipated to cost between \$30,000-\$40,000 of which community donations will fund the added expense.

Schedule:

Bid Award	October 8, 2014
Notice of Award	October 9, 2014
Notice to Proceed	October 20, 2014
Anticipated Plans/Specs Bleacher Mfg	November 12, 2014
Anticipated DSA Submission	December 2014
Construction	TBD

RECOMMENDATION:

District Administration recommends the Board of Education award a construction contract to the lowest qualified bidder Schultz Industries Inc., dba Sturdisteel Company of Waco, TX in the amount of \$652,000 of which \$438,000 is for new home bleachers at Analy; \$60,000 is an allowance for repairs to the North bleachers at Analy (visitor); and \$154,000 is for new home bleachers at El Molino.

ATTACHMENTS:

Yes

West Sonoma County Union High School District

BID OPENING FORM

Revised 9-26-14

Project: Analy and El Molino High School - Bleacher Project

Date / Time: 9/25/14 3:00PM

Location:

District Office Maintenance Office

Contractor

Bid Amount

Attachments

			Addenda #	
Schultz Industries Inc., dba Sturdisteel Company PO Box 2655 Waco, TX 76702 800-433-3116 License: 727715	Total: \$652,000 Analy: \$498,000 El Mo: 154,000 Allowance: included in Analy total	X	1	<input checked="" type="checkbox"/> Sub list <input checked="" type="checkbox"/> Bid Bond <input checked="" type="checkbox"/> Worker's Comp <input checked="" type="checkbox"/> Non Collusion <input checked="" type="checkbox"/> Bidder's Questionnaire
Southern Bleachers Company, Inc PO Box One 801 Fifth St. Graham, TX 76450 940-549-0733 License : 564497	Total: \$737,875 Analy: \$443,795 El Mo: 234,080 Allowance: 60,000	X	1	<input checked="" type="checkbox"/> Sub list <input checked="" type="checkbox"/> Bid Bond <input checked="" type="checkbox"/> Worker's Comp <input checked="" type="checkbox"/> Non Collusion <input checked="" type="checkbox"/> Bidder's Questionnaire
GT Grandstands, Inc 2810 Sydney Road Plant City, FL 33566 813-305-1415 License: 996956	Total: \$749,997 Analy: \$471,773 El Mo: 218,224 Allowance: 60,000	X	1	<input checked="" type="checkbox"/> Sub list <input checked="" type="checkbox"/> Bid Bond <input checked="" type="checkbox"/> Worker's Comp <input checked="" type="checkbox"/> Non Collusion <input checked="" type="checkbox"/> Bidder's Questionnaire
				<input type="checkbox"/> Sub list <input type="checkbox"/> Bid Bond <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Non Collusion <input type="checkbox"/> Bidder's Questionnaire
				<input type="checkbox"/> Sub list <input type="checkbox"/> Bid Bond <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Non Collusion <input type="checkbox"/> Bidder's Questionnaire

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 MONTHLY BUDGET UPDATE
 2014-15**

BACKGROUND INFORMATION:

The Business Services Department provides monthly informational updates to the 2014-15 Budget designed to provide the School Board and community with a summary of recent adjustments made to the district's current budget.

CURRENT CONSIDERATION:

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

1	General Fund Balance from last month (General Fund 01)	2,340,920
2	Total Adjustments September 1 – September 30 (see attached summary)	<u>+6,434</u>
3	Adjusted General Fund Ending Balance (Becomes Beg. Bal. Next Month)	2,347,354
4	Reserves for Revolving Cash	6,850
5	Reserves for Economic Uncertainty	683,492
6	<i>Assigned for Technology Hardware</i>	30,000
7	<i>Assigned for Deferred Maintenance</i>	<u>50,000</u>
8	General Fund Unappropriated Ending Fund Balance	1,577,012
9	Special Ed Consortium Fund Balance from last month (Fund 06)	268,758
10	Total Adjustments September 1 – September 30 (see attached summary)	<u>+4,051</u>
11	Adjusted Ending Balance Special Ed Consortium (Becomes Beg. Bal. Next Month)	272,809

RECOMMENDATION:

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

ATTACHMENTS:

Yes

Ledger205a

Detailed General Ledger

01 - General Fund Fiscal Year 2015

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
09/09/2014		BR15-00034	Balance Forward	394,364.31	2,735,284.52	2,340,920.21-
09/29/2014		BR15-00052	Initial budget for Facility Use	14,000.00		14,000.00
09/29/2014		BR15-00053	Consortium I/C October budget update	3,789.00		3,789.00
			Consortium October update revenue & contrib.		24,223.00	24,223.00-
Total Fund 01, Object 9790.				412,153.31	2,759,507.52	2,347,354.21-

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
09/09/2014		BR15-00035	Balance Forward	5,525.00	274,283.10	268,758.10-
09/25/2014		BR15-00046	Material/Supply increase 14-15 school year	600.00		600.00
09/26/2014		BR15-00049	increase for Castle Preschool placement	3,000.00		3,000.00
09/26/2014		BR15-00050	October budget update -6501		66,488.00	66,488.00-
09/29/2014		BR15-00051	October budget update -6502		21,133.00	21,133.00-
09/29/2014		BR15-00052	October update - 6503	532.00		532.00
09/29/2014		BR15-00053	Consortium I/C October budget update		3,789.00	3,789.00-
09/29/2014		BT15-00051	Consortium October update revenue & contrib.	83,227.00		83,227.00
09/29/2014			October update - Interprogram charges	9,907.00		9,907.00
Total Fund 06, Object 9790.				102,791.00	375,600.10	272,809.10-
Total Org 071				514,944.31	3,135,107.62	2,620,163.31-

IV.F./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 RECOMMENDED REVISIONS TO ADMINISTRATIVE REGULATION 5116.1 INTRADISTRICT ATTENDANCE TRANSFER**

Background Information:

In May and December, 2013, the Board revised Board Policy 5116.1 and Administrative Regulations 5116.1 regarding intradistrict attendance transfer in order to establish the procedures and conditions which must be met to obtain an intradistrict transfer agreement.

Board Policy and Administrative Regulations 5116.1 state that intradistrict transfers may be allowed for these reasons:

- When a district school is designated by the California Department of Education as “persistently dangerous” (BP 5116.1)
- When a district school has been identified on the state’s Open Enrollment List of lowest performing schools pursuant to Education Code section 48354 (BP 5116.1)
- When a district school receiving Title I funds has been identified for program improvement, corrective action, or restructuring pursuant to federal law (BP 5116.1)
- When there is a verifiable circumstance in which the student is a victim of violent crime or bullying which impacts the student’s social, behavioral, or educational situation (AR 5116.1)
- When the family is in the process of purchasing a home or constructing a home within the attendance area of the school the student is requesting and occupancy is set within a reasonable time (AR 5116.1)
- When there is a verifiable hardship which makes the transfer necessary. A hardship shall be defined, “An unforeseeable, unavoidable and uncorrectable act, condition, or event, outside of the student’s or family’s control, which causes the

imposition of a severe burden, unrelated to any curricular or co-curricular activity in which the student wishes to participate.” (AR 5116.1)

Since the intradistrict transfer policy and regulations were revised in May, 2013, parents or guardians have appealed several intradistrict attendance requests that were denied at the administrative level. The appeals have been heard by an Intradistrict Transfer Appeal Panel. The Panel has recommended provided the Board a recommendation regarding whether the appeal of the intradistrict transfer should be approved or denied in each appeal case. The recommendations of the Panel have been considered by the School Board in Closed Session. The Board has decided by majority vote to uphold or overturn the recommendation of the Panel in each case. In one case, the Board remanded the case back to the Panel for further consideration.

In a number of appeal cases, the Panel and Board have had difficulty determining whether sufficient evidence was provided to verify that the conditions for granting an intradistrict transfer had been met, as set forth in Board Policy and Regulations.

The Board expressed interest in clarifying the qualities that evidence presented to support intradistrict transfer requests should possess; in order to assist administrators, the Appeal Panel and the Board in objectively determining whether conditions have been met that warrant approval of an intradistrict transfer request. District administration was directed to review pertinent policies and regulations and bring any recommended revisions to the Board for a first reading.

No changes to Board Policy 5116.1 - Intradistrict Attendance Transfer were presented or discussed at the September Board meeting. The Board reviewed and discussed revisions in Administrative Regulation 5116.1. Recommended revisions presented to the Board in September are shown in bold italic on the attachment. Additional revisions recommended by administration, based on discussion at the September Board meeting, are shown in *bold red italic* on the attachment. In addition, administration recommends striking line “1.f.” from AR 5116.1.

Current Consideration:

The Board will consider approving recommended revisions to AR 5116.1.

Recommendations:

The Superintendent recommends the Board approve the revisions to AR 5116.1 Intradistrict Attendance Transfer shown on the attachment.

Attachments:

BP 5116.1 Intradistrict Attendance Transfer

AR 5116.1 Intradistrict Attendance Transfer, with recommended revisions shown

Board Policy 5116.1

Students

INTRADISTRICT ATTENDANCE TRANSFER

Students residing within the boundaries of either Analy or El Molino may, upon request, be granted permission to attend the other district school. No student currently residing in a school's attendance area shall be displaced by an intradistrict transfer applicant.

When a district school is designated by the California Department of Education as "persistently dangerous", parents/guardian will be notified and offered the option to transfer their child to another public school in a manner consistent with state and federal laws.

When a district school has been identified on the state's Open Enrollment List of lowest performing schools pursuant to Education Code section 48354, parents/guardians will be notified and offered the option to transfer their child to another district school in a manner consistent with state and federal laws.

Any student enrolled in a district school receiving Title I funds that has been identified for program improvement, corrective action, or restructuring pursuant to Title 20 of the United States Code §6316 shall be offered the option to transfer to another district school in a manner consistent with state and federal laws.

Parents/guardians may request an intradistrict transfer based on the student being a victim of violent crime or bullying which impacts the student's social, behavioral, or educational situation. Any such requests will be treated by staff as confidential. In making the request, parent/guardian should provide any of the following:

- a) The name of an administrator or teacher in the school or district of residence who has information concerning the student;
- b) A letter from the school or district of residence site administrator regarding the student's having been a victim of violent crime or bullying;
- c) Other documentation or affidavit from the parent/guardian.

Unless required by law, the District shall not provide transportation outside the school's attendance area for a student enrolling through the intradistrict transfer process.

Intradistrict transfer requests shall be submitted to the district office. The District shall communicate to the public and follow a District-adopted process and timeline for accepting and responding to intradistrict transfer applications. Requests will be acted upon within 30 days of the date applications are due, except requests received between June 1 and August 15 will be acted on by the end of the second week of school. Except as required by law, the Superintendent or designee shall use a random, unbiased selection

process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants.

The Superintendent or designee may deny applications for intradistrict transfers because of overcrowding within the school or limited school resources.

All approved intradistrict attendance agreements are valid for that school year only. Intradistrict transfer requests must be submitted each school year.

Pursuant to the requirements of Education code section 35160.5 the Board shall annually review this policy.

Adopted: June 16, 1994
Revised: 11/18/01, 3/8/06, 4/23/08, 1/16/13,
12/11/13

WEST SONOMA COUNTY UHSD
Sebastopol, California

SUGGESTED REVISIONS PRESENTED ON SEPTEMBER 10, 2014 SHOWN IN BOLD ITALIC. SUGGESTED REVISIONS ADDED AFTER THE SEPTEMBER MEETING AND PRESENTED ON OCTOBER 8, 2014 SHOWN IN BOLD ITALIC RED.

Administrative Regulation 5116.1

Students

INTRADISTRICT ATTENDANCE TRANSFER

The District shall communicate to the public and follow ~~at~~ the District-adopted process and timeline for accepting and responding to intradistrict transfer applications, which is attached hereto as Exhibit 1 and Exhibit 2.

In addition to those transfers required by law, an intradistrict attendance transfer may be granted if the school has capacity, provided one or more of the following conditions is met:

1. There is a verifiable circumstance in which the student is a victim of violent crime or bullying which impacts the student's social, behavioral, or educational situation. *In all but exceptional cases, evidence should verify that the crime or bullying occurred within the past 24 calendar months. In all cases, evidence must ~~verify~~ verify the impact on the student's social, behavioral or educational situation. Examples of verifying evidence include, but are not limited to:*
 - a. *The name of an administrator or teacher in the school or district of residence who has information concerning the student*
 - b. *A letter from the school or district of residence site administrator or representative of an appropriate state or local agency (for example, law enforcement) regarding the student's having been a victim of violent crime or bullying*
 - c. *Law enforcement records*
 - d. *A court order, including a temporary restraining order and injunction, issues by a judge*
 - e. *Documentation from a licensed medical or mental health provider*
 - f. ~~*An affidavit from the parent/guardian*~~
2. The family is in the process of purchasing a home or constructing a home within the attendance area of the school the student is requesting and occupancy is set within a reasonable time. *Examples of verifying evidence include, but are not limited to:*
 - a. *A letter from the contractor or property owner stating the planned date of occupancy*
 - b. *An escrow document, building permit or other document that verifies planned date of occupancy*
3. There is a verifiable hardship which makes the transfer necessary. A hardship shall be defined, "An unforeseeable, unavoidable and uncorrectable act,

condition, or event, outside of the student's or family's control, which causes the imposition of a severe burden, unrelated to any curricular or co-curricular activity in which the student wishes to participate." *Examples verifying evidence regarding the nature of the hardship and burden include, but are not limited to:*

- a. A letter from a medical care provider*
- b. A letter from a judge or juvenile probation officer*

Intradistrict transfer applications will be considered to fill available slots before interdistrict transfer applications.

If an intradistrict transfer request is denied, the parent/guardian may file an appeal with the District within fourteen (14) calendar days of the denial. The appeal must be filed using the District appeal form, which can be obtained from the District Office.

The Superintendent shall appoint an Administrative Panel of credentialed educators to review all appeals of denied intradistrict attendance transfer requests. In order to be approved, the parent/guardian of the student shall demonstrate that those circumstances that prevent attending the school of residence are involuntary and/or unavoidable such that the Administrative Panel could not reasonably expect the student to comply with the residency requirement. The District Board of Education shall uphold, overturn or remand for reconsideration the recommendation of the Administrative Panel. The decision of the Board shall be final, without further appeal.

Adopted: February 13, 1992
Revised: 11/8/00, 3/8/06, 1/16/13, 5/15/13,
12/11/13, ~~XX/XX/XX~~

West Sonoma County UHSD
Sebastopol, California

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 MEMORANDUM OF UNDERSTANDING BETWEEN LAKE COUNTY OFFICE OF EDUCATION AND WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT FOR ADMINISTRATIVE COACHING**

BACKGROUND INFORMATION:

It has been the practice of the West Sonoma County Union High School District to provide administrative coaching to administrators with a preliminary credential. This coaching enables the administrator to clear the preliminary administrative credential. In prior years the District was able to apply for a grant to cover the cost of the program. Grants are no longer available for this purpose from the California Department of Education.

The District routinely provides extensive staff development for first-year and second-year teachers through the Beginning Teacher Support and Assessment (BTSA) Program. The cost to the District to provide BTSA support is \$3,330 per teacher, but the District receives a \$1,200 reimbursement per BTSA participant from SCOE. The District is paying for ten (10) teachers to participate in BTSA in 2014-2015.

CURRENT CONSIDERATION:

Kathryn Davy, Special Education Consortium Director and Dani Barese, El Molino High School Vice-Principal II, have a preliminary administrative credential and need to go through a program to clear the credential. Due to the elimination of funding the grant, Lake County Office of Education is offering a 2-year Tier II Administrative Program. After extensive research on the most viable program for our administrators, District administration determined the Lake County Office of Education 2-year Tier II Administrative Program is the most appropriate program for our administrators. Direct coaching services are provided through a supervised local coaching program that provides locally-informed coach-coachee matching and develops and maintains locally-based collaborative professional support to credential candidates. Individualized, site and job based goals and action plans are developed by coaches and candidates to guide coaching and to direct and prioritize leadership growth in an individualized development plan. The cost of the program for both administrators is \$8000 for the 2014-2015 academic year.

RECOMMENDATION:

It is respectfully requested the Board of Education approve the Memorandum of Understanding between Lake County Office of Education and West Sonoma County Union High School District for administrative coaching.

ATTACHMENTS:

Yes

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LAKE COUNTY OFFICE OF EDUCATION
AND
WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

August 2014

The West Sonoma County Union High School District and the Educational Services Department of the Lake County Office of Education (LCOE) enter into this agreement regarding Administrative Coaching at WSCUHSD.

Educational Services Department of the Lake County Office of Education agrees to do the following:

- Provide one (1) certified Coach to mentor two (2) Administrators within the West Sonoma County Union High School District during the 2014-2015 academic year, as specified by the individual district. The Coach will meet with the respective Coachee three (3) to six (6) hours per month. During this time, the Coach will provide timely support for the Coachee which could range from dealing with internal school issues to personal time management. The Coach is expected to be confidential during the period that he or she coaches this individual. The direct supervisor will be contacted to assure expectations are communicated between the Coach and WSCUHSD. The Coach will coordinate and support the goals of the Coachee's employer and nurture collaboration between all parties. The Coach will support the Coachee with the goal of supporting the development of leadership aligned with accepted professional standards.

West Sonoma County Union High School District agrees to do the following:

- Provide payment to LCOE for two (2) Coachees (\$4,000 each) for a total of \$8,000.00, for the coaching services during the 2014-2015 academic year.
- Payment shall be made to LCOE by WSCUHSD, one-half in December 2014 and the balance in June 2015. Payment shall be made within 15 days of invoice.

Authorized District Representative
West Sonoma County Union High School District

Wally Holbrook
County Superintendent
Lake County Office of Education



LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

September 4, 2014

Mia Del Prete, Human Resources Manager
West Sonoma County Union High School District
462 Johnson Street
Sebastopol, CA 95472

Dear Ms. Del Prete:

Attached please find the Memorandum of Understanding between the Lake County Office of Education and West Sonoma County Union High School District for administrative coaching services at West Sonoma County Union High School District for the 2014-15 school year.

Please sign this document and return to me.

Thanks,

Jan Bailey
Lake County Office of Education

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: October 8, 2014

ITEM: **FIRST READING OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS IN AGRICULTURE MECHANICS (EL MOLINO)**

BACKGROUND INFORMATION:

Education Code requires that school district boards yearly certify the sufficiency of standards-aligned instructional materials in core subjects. District policies and administrative regulations establish procedures for evaluating and selecting instructional materials.

The District uses an instructional materials adoption calendar which is coordinated with the state framework and standards revision cycles. However, the District had to adopt textbooks that are not on the text adoption calendar when new courses are approved by the Board for addition to the District curriculum.

In May, 2014, the Board approved Agricultural Mechanics as a new course to be taught at El Molino High school for fall 2014.

CURRENT CONSIDERATION:

Marilee Mazur, Agriculture Teacher at El Molino, is recommending the District adopt a text aligned with the state Career Technical Education standards for use in the Agricultural Mechanics course currently taught at El Molino. The recommended text is Agricultural Mechanics: Fundamentals and Applications, Herren, Ray V. and Elmer L. Cooper, Delmar Publishing, 2004 (4th edition).

The appropriate Department Chairs and administrators at El Molino and Analy have expressed their support for adopting this recommended text. The Sonoma County Office of Education has agreed to donate a class set of these textbooks in excellent condition, previously used by a Regional Occupational Program course that is not longer being taught.

RECOMMENDATIONS:

This is a first reading only. At the direction of the Board, certification and adoption of a standards-based textbook for Agricultural Mechanics will be placed on the agenda of the November Board meeting. No board action is required at this time.

ATTACHMENTS:

No

IV.I./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 REVIEW OF ADMINISTRATIVE REGULATIONS 4117.3.1 CRITERIA TO DETERMINE THE ORDER OF TERMINATION AMONG CERTIFICATED EMPLOYEES WITH THE SAME PAID DATE OF SERVICE**

BACKGROUND INFORMATION:

Education Code 44955 provides school districts the opportunity to adopt criteria for establishing an order to layoff employees who have the same first date of paid probationary service with the district. School and College Legal Services have recommended school districts review Administrative Regulation 4117.3.1 annually.

CURRENT CONSIDERATION:

After careful review of Administrative Regulation 4117.3.1 and a review of similar regulation language from other districts in the county, District Administrators are recommending no changes to Administrative Regulation 4117.3.1 Criteria to Determine the Order of Termination Among Certificated Employees with the Same Paid Date of Service.

RECOMMENDATION:

It is respectfully requested the Board of Education approve the review of Administrative Regulation 4117.3.1 Criteria to Determine the Order of Termination Among Certificated Employees with the Same Paid Date of Service.

ATTACHMENTS:

Yes

Certificated Personnel

CRITERIA TO DETERMINE THE ORDER OF TERMINATION AMONG CERTIFICATED EMPLOYEES WITH THE SAME DATE OF PAID SERVICE

Purpose of Establishing Criteria

The purpose of adopting criteria for establishing an order to termination of employees who first rendered paid probationary service to the District on the same date is to comply with the requirements of Education Code Section 44955.

Criteria

The Board of Trustees finds that to make effective release of employment decisions objective criteria must be established. This will ensure that District employees are treated fairly and equitably. To this end, the needs of the District and its students will be best served by using the following criteria in establishing the order of termination described above.

- A. Credentials and District experience teaching or serving in a particular program or providing a particular service of need to the District (e.g., bilingual, special education, math/science).
- B. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.
- C. Number of teaching and/or specialist service credentials.
- D. Credentials that permit supplementary authorization
- E. Earned degrees beyond the B.A. or B.S. level (e.g., master, doctorate).
- F. Multiple language skills relevant to District need (e.g., Spanish).
- G. Preliminary vs. Clear/Life Credentials.
- H. National board Certification
- I. BCLAD (or equivalent) Certification.
- J. CLAD Certification.

Application of Criteria

- A. Credentials and District experience teaching or serving in a particular program or providing a particular service of need to the District.
Rating: +1 per credential, +1 per year of experience
- B. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.
Rating: +1 per year

Administrative Regulation 4117.3.1(b)

- C. Number of teaching and/or specialist service credentials.
Rating: +1 per credential
- D. Credentials that permit supplementary authorization
Rating: +1 per supplementary authorization
- E. Earned degrees beyond the B.A. or B.S. level
Rating: +1 per degree
- F. Multiple language skills relevant to District need
Rating: +1 for Spanish
- G. Preliminary vs. Clear/Life Credentials
Rating: +1 per Preliminary credential, +2 per Clear/Life credential
- H. National board Certification
Rating: +1 per certificate
- I. BCLAD (or equivalent) Certification
Rating: +1 per certification
- J. CLAD Certification
Rating: +1 per certification

Tie Breaking Procedure

In the event that common hire date employees have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

Approved: February 25, 2004
Revised: September 22, 2010
Reviewed: August 10, 2011; 8/8/2012; 11/13/2013

WEST SONOMA COUNTY UHSD
Sebastopol, California