

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President
FROM: Karen Lamb, Executive Secretary
DATE: February 15, 2017
ITEM: **CONSIDERATION OF APPROVAL OF THE JANUARY 25, 2017
BOARD MEETING MINUTES**

The Board is requested to approve the Board meeting minutes from the January 25, 2017 Board Meeting.

RECOMMENDATION:

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

ATTACHMENTS:

Yes

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

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

MINUTES

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

Wednesday, January 25, 2017
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
- | <u>Present</u> | <u>Absent</u> |
|---|---------------------|
| Ted Walker, President | |
| David Stecher, Vice-President | |
| Lori Bruhner, Clerk | |
| Diane Landry, Trustee | |
| | Kellie Noe, Trustee |
| Dr. Steven Kellner, Superintendent | |
| Stephanie Lovrin, Analy High School Student Representative | |
| Samantha Hennen, El Molino High School Student Representative | |
| Brenna Whitehead, Laguna High School Student Representative | |
- 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 at 5:05 p.m.
- PUBLIC EMPLOYMENT / APPOINTMENT (GOV. CODE SEC. 54957)
Title(s): TEACHERS, FOOD SERVICE WORKER, BEHAVIOR ASSISTANT, BILINGUAL PARAEDUCATOR
 - OTHER PUBLIC EMPLOYMENT
Title(s):
 - PUBLIC EMPLOYEE - DISCIPLINE/DISMISSAL/RELEASE (GOV. CODE SEC. 54957)
Title(s):
 - CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION (Government Code Section 54956.9)(E)(2)
NUMBER OF POTENTIAL CASE(S): ONE

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

EMPLOYEE ORGANIZATION:

NEGOTIATORS:

Represented Employees:

WSCTA	Dr. Steven Kellner
CSEA	Dr. Steven Kellner

Unrepresented Employees:

Confidential/Supervisory	Dr. Steven Kellner
Management	Dr. Steven Kellner
Superintendent	Ted Walker

- E. RECONVENE TO OPEN SESSION – Reconvened to Open Session at 6:05 p.m.
- F. PLEDGE OF ALLEGIANCE -Mary Fricker led the Pledge of Allegiance.
- G. APPROVAL OF THE AGENDA – Trustee Landry moved to approve the agenda. Trustee Stecher seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.
Note: Student Board Representatives votes shall be unofficial, but shall normally be noted and recorded in the minutes except for personnel items and contracts (BB 9110)
- H. INPUT FROM THE PUBLIC REGARDING ITEMS NOT ON THE OPEN SESSION AGENDA – The following addressed the Board.
Nick Houtz regarding the surprise of the Anly softball field being named after him. Mr. Houtz thanked the Board for their support.
Manuel Garcia, read a letter regarding Safe Haven School District.
Christy Lubin addressed the Board regarding becoming a Safe Haven School District.
Kareem Sanchez, addressed the Board regarding his support for becoming a Safe Haven School District.
- I. CONSENT CALENDAR – Trustee Landry moved to approve items 1-8 on the Consent Calendar. Trustee Bruhner seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.

A discussion took place regarding item 9 regarding the School Accountability Report Card the following was reviewed:

- Jennie Bruneman addressed questions regarding the exemplary status of the facilities and how the tool used to give that rating works. Jennie provided clarifying information regarding the ratings.

Trustee Landry moved to approve Item 9 on the Consent Calendar. Trustee Stecher seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.

1. CONSIDERATION OF APPROVAL OF THE DECEMBER 7, 2016 BOARD MEETING MINUTES
2. CONSIDERATION OF APPROVAL OF OVERNIGHT FIELDTRIP REQUEST
3. CONSIDERATION OF APPROVAL OF SUPERINTENDENTS RATIFICATION OF OVERNIGHT FIELDTRIP REQUEST
4. CONSIDERATION OF APPROVAL OF DONATIONS
5. CONSIDERATION OF APPROVAL OF WARRANT REGISTERS NOVEMBER 31, 2016 THROUGH JANUARY 18, 2016

6. CONSIDERATION OF APPROVAL OF PROPOSED NEW COURSE OF STUDY ETHNIC STUDIES (DISTRICT-WIDE)
7. CONSIDERATION OF APPROVAL OF QUARTERLY WILLIAMS UNIFORM COMPLAINT REPORT
8. CONSIDERATION OF APPROVAL OF COMMUNICATIVE DISORDERS STUDENT INTERNSHIP PLACEMENT AGREEMENT BETWEEN WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT (WSCUHS) AND SAN FRANCISCO STATE UNIVERSITY
9. CONSIDERATION OF APPROVAL OF SCHOOL ACCOUNTABILITY REPORT CARDS PUBLISHED IN 2016-2017

J. ACTION ON ITEMS HEARD IN CLOSED SESSION

1. ACTION TAKEN – Trustee Bruhner moved to approve the Closed Session Report. Trustee Stecher seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.

Rachel Lasek, EMHS WASC Coordinator, effective December 12, 2016

Rose Barboza, .50 FTE AHS Food Service Worker, effective December 22, 2016

Cynthia Beutelspacher, .75 FTE LHS Bilingual Paraeducator, effective January 17, 2017

Resignation from Daniel Bourdon as the AHS Head Football Coach effective immediately

Unpaid leave of absence from Marian Doyle-Landis, EMHS Paraeducator from April 17 through June 2, 2017. Ms. Doyle-Landis will be responsible for the entire premium of her medical, dental and vision benefits while on her unpaid leave of absence.

II. COMMUNICATION

A. VERBAL - None

B. WRITTEN- Dr. Kellner reported receiving a letter from the Sonoma County Office of Education from Steve Herrington, regarding the District's qualified status. Dr. Kellner received a note of appreciation to the Board from the Analy Band Wagon regarding the funding allotted to the music program. Dr. Kellner received two thank you notes from families for the holiday gift cards.

III. REPORTS

• **STUDENT REPRESENTATIVES**

Stephanie Lovrin, Analy High School Student Representative reported Tiger Transition took place to help students get settled in for the second semester. Analy held a Winter Spirit Week with many themes throughout the week. Applications were made available for ASB for next school year. The Choir Variety Show is this Friday night. The Pennies for Patients fundraiser is underway. The singing Valentine fundraiser will take place in February.

Samantha Hennen, El Molino High School Student Representative reported El Molino is preparing for the Turnabout Dance. El Molino Leadership is hosting their fourth annual chili cook off/bingo night, Chilingo, on Thursday, February 9th. The Pennies for Patients campaign benefitting the The Leukemia & Lymphoma Society raised over \$800 dollars. The Culinary program will be helping with the Russian River Crab Feed. There has been a lot of discussion in classes regarding the inauguration.

Brenna Whitehead, Laguna High School Student Representative reported Leadership is working on the yearbook this year it will have a hardcover. Students are planning a Spirit Week. Seniors are learning to balance checkbooks in economics class. Letters are going out into the community in hopes to receive scholarships for students. The art classes are making soap and science classes are working on water collection, very interesting with all the rain recently. Brenna thanked the District for the gift card donations. Brenna reported she will be working at the Crab Feed February 4 at the Sonoma County Fairgrounds and hopes to see many folks attend.

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- ASSOCIATION REPRESENTATIVES

Mark Ballard, CSEA President - Absent

Bill Olzman, WSCTA President thanked the District and appreciated the later start time on Monday during the storm, appreciates safety first for our staff and students. Mr. Olzman reported the first long day of negotiations took place. Mr. Olzman reported the association would like to see this District declare itself a Safe Haven School District. Mr. Olzman reported the El Molino teachers are preparing for WASC. The collaboration across the district is very much appreciated.

- PRINCIPALS

Raul Guerrero Analy Principal thanked Jennie Bruneman and Tim Sewell for the proactive measures at the sites during the recent storms, making for minimal issues. Mr. Guerrero appreciated the buildings ready for the students. Mr. Guerrero reported staff will be attending the second meeting of the Restorative Culture Collaborative tomorrow. Mr. Guerrero invited the Board to the annual variety choir concert this Friday.

Kent Cromwell, Laguna Principal reported a redwood tree fell on room 8 during the storm and with that the water main broke. Mr. Cromwell thanked Jennie Bruneman and Tim Sewell for being there and immediately taking care of the issues. The Rialto Cinema will air a film called the Bad Kids, this is a documentary on Continuation High Schools. Showings are February 13 at 1 p.m. and 7 p.m. with a panel held afterwards, Mr. Cromwell will be on the panel. The holiday dinner went really well. Enrollment is up with 18 new students. The Teenswork Program took students down to the Humane Society to tour behind the scenes.

Matt Dunkle, El Molino Principal agreed with the comments regarding the amount of collaboration. The FFA received a new suburban through a grant. El Molino will be attending the Restorative Culture Collaboration. The winter drama production is In The Heights, it will be running tomorrow night and for the next couple weeks. El Molino teacher Mary McGowan is working with the Russian River Winery and art students to create painted glasses to be used and or sold at the event. El Molino teacher Rachel Lasek will be working with folks from SCOE on math curriculum to align and help prepare students as they enter into high school, Culinary will prepare the lunch for the attendees. El Molino is moving forward with WASC. The Russian River Crab Feed is this Saturday. Mr. Dunkle thanked Jennie Bruneman and her team for keeping the schools dry and above water, and quickly address any flooding issues.

- BOARD MEMBERS

- Trustees to select 1 Trustee for the 1st Interview for the Middle School Principal which will be held on Tuesday, February 14 at the District office from 8:00 a.m. to 5:00 p.m. – Trustee Walker volunteered for the interview and Trustee Stecher volunteered to be the alternate.
- 1 Trustee to serve on the 2nd Interview Committee which is scheduled for Friday, February 17 – Trustee Landry volunteered for the interview and Trustee Bruhner volunteered as the alternate.

Trustee Noe – Absent

Trustee Landry reported she attended the Sonoma County Office of Education Budget Perspective Workshop. The workshop had a lot of good information. Trustee Landry attended the Women's March in Santa Rosa.

Trustee Bruhner reported she attended the Women's March as well. Trustee Bruhner reported she is very proud to be part of this community.

Trustee Stecher wished everyone a Happy New Year. Trustee Stecher shared a letter with the Board.

Trustee Walker reported he attended and participated in the Board of Supervisors meeting regarding Marijuana issues.

- SUPERINTENDENT

Dr. Steven Kellner wished everyone a Happy New Year. Dr. Kellner reported the District completed a bond sale, which sold the last portion of bonds. Dr. Kellner reported he and Logan Martin met with credit rating agencies. The District will receive funds in accounts tomorrow. The interest rate is 3.7% which is very good, and a savings of 87 thousand dollars to tax payers. The network upgrade is completed it was done by the end of the winter break. Dr. Kellner thanked Lynnette Cowser and Mark Ballard for their outstanding work and their time over the winter break. Dr. Kellner thanked the maintenance team for their outstanding work during the storms. Dr. Kellner commended CSEA and WSCTA on their collaboration. Dr. Kellner reported Laguna student representative Brenna Whitehead came to the Sebastopol Rotary to speak about the donated chrome books. The Netflix 13 Reasons Why trailer is out the show premiers on March 31.

IV. DISCUSSION /ACTION

- A. MONTHLY EL MOLINO HIGH SCHOOL PERFORMING ARTS CENTER UPDATE – Jennie Bruneman gave an update on the El Molino High School Performing Arts Center. The committee met on January 17 with a schematic presentation from Quattrocchi Kwok Architects. Looking for construction to start in May 2018 and complete in May 2019.
- B. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICE CONTRACT WITH NATIONAL AIR BALANCE COMPANY FOR COMMISSIONING SERVICES FOR THE EL MOLINO PERFORMING ARTS CENTER PROJECT – Jennie Bruneman reviewed the Professional Service Contract with National Air Balance Company. Trustee Landry moved to approve the Professional Service Contract with National Air Balance Company for Commissioning Services for the El Molino. Trustee Bruhner seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.
- C. REVIEW OF LEASE LEASE BACK AS A PROCUREMENT METHOD FOR THE CONSTRUCTION OF THE EL MOLINO PERFORMING ARTS CENTER – Jennie Bruneman reviewed the process with a presentation from Steve Kwok of Quattrocchi Kwok Architects. The following items were reviewed:
 - o Lease/Leaseback
 - o Alternative project delivery method
 - o Allows for qualifications based on selection
 - o Competitive process for selecting contractor
 - o Allows for consideration of multiple factors to find best value
 - o Statutes
 - o Effective January 1, 2017
 - o Education code section 17400 Allows lease leaseback agreements and pre construction services
 - o Education Code section 17406
 - o Education code section 17407.5 mandates the use of a skilled and trained workforce
 - o How it works
 - o Pre qualification process
 - o District sets prequalification requirement
 - o District reviews SOQs and issues list of qualified proposers
 - o Selection of L/LB Entity
 - o District issues RFP that includes:
 - o Description of the project scope, project estimate project standards, preconstruction services required evaluation process, format of proposal and date proposal is due
 - o Using published criteria district evaluates proposals
 - o Gives district control of selecting reputable building partner
 - o Aligns motivations and goals

- Reduces risk, smoother building process
 - Lease Lease Back means: entering into contract with contractor
 - Lease it back from the contractor for a periods of time
 - Can be used as a financing mechanism
- D. CONSIDERATION OF APPROVAL OF RESOLUTION #9.JAN.2016-2017 DECLARING AN EMERGENCY PURSUANT TO PUBLIC CONTRACT CODE SECTIONS 1102 AND 20113 FOR REPLACEMENT OF THE LAGUNA HIGH SCHOOL WOODSHOP BUILDING AND ASSOCIATED SITE WORK – Jennie Bruneman reviewed the resolution. Trustee Stecher moved to approve Resolution #9.JAN.2016-2017 Declaring an Emergency Pursuant to Public Contract Code Sections 1102 and 20113 for Replacement of the Laguna High School Woodshop Building and Associated Site Work. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 3 yes, 0 no. Roll Call Vote: Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.
- E. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) UPDATE AND COMMUNITY INPUT – Dr. Steven Kellner reviewed the LCAP . The following discussion took place:
- Third year LCAP in existence
 - Reviewed the progress and the outreach that has been done
 - Attended Analy Faculty Meeting to review LCAP
 - Outreach from Steve Charbonneau
 - Evolving workshops, ELAC, connecting with stakeholders
 - Outreach to parent groups on the campuses
 - Coordinate the SARC with the LCAP
 - Middle school will have a separate LCAP and SARC
- F. CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE FOR 2016-17 – Logan Martin reviewed the Monthly Budget Update. Trustee Landry moved to approve the Monthly Budget Update for 2016-17. Trustee Bruhner seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 0 yes, 0 no, 3 absent. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.
- G. GOVERNOR’S PROPOSED 2017-2018 STATE BUDGET – Logan Martin reviewed the Governor’s Proposed 2017-2018 State Budget.
- H. PRELIMINARY ENROLLMENT PROJECTION FOR DISTRICT SCHOOLS FOR FALL, 2017-2018 – Logan Martin reviewed the enrollment projections for fall 2017-2018.
- I. FIRST READING OF TRANSITION PARTNERSHIP PROGRAM COORDINATOR JOB DESCRIPTION – Mia Del Prete reviewed the Transition Partnership Program Coordinator Job Description. The Board recommended this item to be brought back to the February Consent Calendar.
- J. FIRST READING OF BOARD POLICY 4152 AUXILIARY SALARY SCHEDULE – Mia Del Prete reviewed the Board Policy. The Board recommended this item be brought back to the Consent Calendar in February.
- K. CONSIDERATION OF ADOPTION OF RESOLUTION #10.JAN.2016-2017 WITH PUBLIC AGENCY RETIREMENT SERVICES Dr. Steven Kellner reviewed the resolution. Trustee Landry moved to approve Resolution #10.JAN.2016-2017 With Public Agency Retirement Services. Trustee Stecher seconded the motion. A discussion took place regarding a very good idea and good collaboration. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 0 yes, 0 no, 3 absent. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.
- L. CONSIDERATION OF AUTHORIZATION TO CONDUCT A PUBLIC BID FOR ROOF REPLACEMENT ON THE ANALY HIGH SCHOOL LIBRARY BUILDING - Jennie Bruneman reviewed the need to Conduct a Public Bid for Roof Replacement on the Analy High School Library. Trustee Bruhner moved to Authorize to Conduct a Public Bid for Roof Replacement on the Analy High School Library Building.

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Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent. Student Advisory Vote – Approved by 0 yes, 0 no, 3 absent. Trustee Noe, absent, Trustee Landry, yes, Trustee Bruhner, yes, Trustee Stecher, yes, Trustee Walker, yes.

V. FUTURE AGENDA ITEM

- A. CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE FOR 2016-17 – FEBRUARY
- B. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) UPDATE AND COMMUNITY INPUT – FEBRUARY
- C. RECEIVE REPORT FROM MEASURE I CITIZENS' BOND OVERSIGHT COMMITTEE - FEBRUARY

VI. ADJOURNMENT – The meeting adjourned at 8:30 p.m.

I.I.2./FEB.17

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Karen Lamb, Executive Secretary

DATE: February 15, 2017

ITEM: CONSIDERATION OF APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS

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

Eight Analy High School students will travel to James Logan High School on February 23-25, 2017 to participate in the NCS Boys Wrestling Championships. The students will be driven by Ryan Stevens and Jim Stevens, both are approved volunteer drivers. The students will be chaperoned by Ryan Stevens and Jimmy Stevens, both are approved overnight chaperones. The students and chaperones will stay at the Hampton Inn in Union City.

Five Analy High School students will travel to Visalia to participate in the CIF Girls Wrestling State Championships on February 23-25, 2017. The students will be driven by Jim Stevens an approved volunteer driver. The students will be chaperoned by Eldona Stevens an approved overnight chaperone. The students and chaperone will stay at the Econolodge in Visalia.

One Analy High School students will travel to Bakersfield to participate in the CIF Boys Wrestling State Championships on March 2-4, 2017. The student will be driven by Ryan Stevens, an approved volunteer driver. The student will be chaperoned by Ryan Stevens an approved overnight chaperone. The student and chaperone will stay at the Red Roof Inn in Bakersfield.

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

ATTACHMENTS:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Karen Lamb, Executive Secretary

DATE: February 15, 2017

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

Seventeen Analy High School students traveled to Folsom to participate in the Lenaea Theater Festival on February 10-12, 2017. The students traveled by school vans driven by Starr Hergenrather and Brigitte deLeon, both are approved volunteer drivers. The students were chaperoned by Starr Hergenrather and Brigitte deLeon, both are approved overnight chaperones. The students and chaperones stayed at the Hampton Inn in Folsom.

The opportunity for the students to participate in these activities came after the Board meeting in January; 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: Ted Walker, Board President

FROM: Karen Lamb, Executive Secretary

DATE: February 15, 2017

ITEM: **CONSIDERATION OF APPROVAL OF DONATIONS**

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

- The Kiwanis Club of Sebastopol donated \$500.00 to Laguna High School for use towards the Laguna student holiday dinner.
- John and Barbara Thomas donated \$150.00 to the El Molino High School theater arts department.
- Larry and Jean Woods donated \$100.00 to the El Molino High School theater arts department.

RECOMMENDATION:

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

ATTACHMENT:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Logan Martin, Chief Business Official

DATE: February 15, 2017

ITEM: **CONSIDERATION OF APPROVAL OF WARRANT REGISTERS
January 19, 2017 THROUGH February 9, 2017**

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 of January 19, 2017 through February 9, 2017 under separate cover for review.

RECOMMENDATION:

The administration respectfully requests that the School Board approve the payment of warrants from January 19, 2017 through February 9, 2017 separate cover for review.

ATTACHMENTS:

No.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: February 15, 2017

ITEM: **CONSIDERATION OF APPROVAL OF TRANSITION PARTNERSHIP PROGRAM COORDINATOR JOB DESCRIPTION**

BACKGROUND INFORMATION:

Mark Ballard, CSEA Union President approached Steven Kellner, District Superintendent and Mia Del Prete, Human Resources Manager regarding the need to revise the job description for the Transition Partnership Program Coordinator. The job description was created and approved in February 2001 and revised on August 22, 2002. Since 2002 the job duties have changed considerably as well as the Agreement the District has with the Department of Rehabilitation which funds a majority of this position. During the discussions of the job description revisions, District administrators and Union Leaders discovered this position was not included on the Classified Salary Schedule. You will note in the following Board Agenda Item a request to remove the position listed on Board Policy 4152 Auxiliary Salary Schedule. This position will be added to the Classified Salary Schedule.

CURRENT CONSIDERATION:

Steven Keller and Mia Del Prete worked with Union Leaders as well as Paula Bush to revise the job description to truly reflect the required duties the Department of Rehabilitation requires and the essential functions of the position. You will note the revisions are noted in strike outs and bold font. This item was brought before the Board of Education at the January 2017 Board Meeting as a First Reading.

RECOMMENDATION:

It is respectfully requested the Board of Education approve the Transition Partnership Program Coordinator Job Description.

ATTACHMENTS:

Yes

TRANSITION PARTNERSHIP PROGRAM COORDINATOR (Vocational Development for Special Education)

CLASSIFICATION: Special Temporary - Funded through TPP Program and Department of Rehabilitation.

JOB SUMMARY: Under the general supervision of a district office administrator, provide vocational preparation and career exploration to Dept. of Rehabilitation (DOR) clients and/or applicants.

ESSENTIAL FUNCTIONS:

- Obtain assessments and qualifying paperwork from teachers
- ~~Meet with Transition Classroom Teacher to review vocational curriculum and activities~~
- Consult with DOR counselor and ~~transition specialist~~ **West County Community Services Employment Specialist**
- Perform outreach to community, businesses, parents, and agencies
- Assist in finding appropriate job try-outs in the community
- ~~Assist in obtaining documentation/information to assist the DOR counselor at intake meetings~~ **Coordinate with the DOR Counselor to identify TPP student/DOR clients' needs and services.**
- Make copies of reports for client files
- Maintain files and portfolios for TPP participants
- Revise/amend collaborative contract with DOR contact administrator and supervisor as needed
- **Coordinate and attend quarterly DOR staff meetings and trainings meetings between the contract agency and DOR staff.**
- ~~Prepare service invoices~~
- Liaison with DOR supervisory staff to monitor progress of the TPP program in meeting contract objectives
- ~~Coordinate completion and submission of time allocation forms~~ **Collect monthly TPP student/DOR client Work Experience/PETS work based learning experience timesheets and evaluations. Maintain files with TPP students/DOR clients' information to ensure TPP students/DOR client files include all required DOR paperwork, vocational assessments, work training documents and required school records.**
- Coordinate curriculum development for vocational/career training opportunities
- **Develop, provide, and monitor Work Experience/PETS work-based learning experience opportunities for students served through the TPP.**
- **Provide job development, placement and follow-up/PETS Workplace readiness training.**
- Assist in the identification of advanced training opportunities for DOR student/clients graduating/leaving school
- ~~Prepare and submit monthly invoices to DOR contract administrator~~ **Prepare service invoices, coordinate the completion of time allocation forms, maintain files with PARs, billing records, receipts, and expense reports.**
- ~~Oversee client's Individual Plan for Employment (IPE) and their Individual Transition Plan (ITP) coordination with client, parent, teacher and staff~~ **Coordinate development and delivery of individualized curriculum/assessments for vocational/career training opportunities for students served through the TPP. Scope of work services provided are PETS Vocational Evaluation (PETS/VE) and Vocational Instruction/Employment Preparation PETS Workplace readiness training.**
- ~~Assist the transition specialist with record keeping, transportation and program implementation~~
- Act as liaison between high schools, DOR, community based organizations, and other agencies.

OTHER FUNCTIONS:

- Other related duties as assigned

EMPLOYMENT STANDARDS:

Training and Experience: Knowledge of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). Experience working with high school aged and special education students in the classroom; teaching preferred.

Abilities: Ability to: communicate effectively and get along with coworkers and management at the school community; deal effectively and professionally under pressure; basic computer skills.

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment.

Licenses and Certifications: A valid Class 3 C California Driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: ~~Completion of twelfth grade or equivalent.~~

One of the following:

- **Completion of two years of higher education study (48 units), or**
- **A.A. or B.A. degree, or**
- **Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

West Sonoma County Union High School District

~~Auxiliary Salary Schedule Range 38~~

~~10.5 months 188 days/6 7 hrs. per day~~

Approved: February 8, 2001

Revised: 8/22/02;

I.I.7./FEB.2017

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: February 15, 2017

ITEM: **CONSIDERATION OF APPROVAL OF BOARD POLICY
4152 AUXILIARY SALARY SCHEDULE**

BACKGROUND INFORMATION:

Mark Ballard, CSEA Union President approached Steven Kellner, District Superintendent and Mia Del Prete, Human Resources Manager regarding the need to revise the job description for the Transition Partnership Program Coordinator. During the discussions of the job description revisions, District administrators and Union Leaders discovered this position was not included on the Classified Salary Schedule.

CURRENT CONSIDERATION:

District administrators and Union Leaders agreed the Transition Partnership Program Coordinator salary should be listed on the Classified Salary Schedule, not Board Policy 4152 Auxiliary Salary Schedule. Revisions are noted on the attached policy in strike-outs. This position will be added to the Classified Salary Schedule. This item was brought before the Board of Education at the January 2017 Board Meeting as a First Reading.

RECOMMENDATION:

It is respectfully requested the Board of Education approve Board Policy 4152 Auxiliary Salary Schedule.

ATTACHMENTS:

Yes

All Personnel
AUXILIARY SALARY SCHEDULE

Board Policy 4152

Assignment	Effective Date	Rate of Pay
<u>Substitute Teachers:</u>		
<ul style="list-style-type: none"> Regular Classroom Substitute Teacher (A full day equals an assignment of more than three regular periods, or an assignment that is split by a lunch period. A block period equals two regular periods.) 	1/1/2016	\$130.00 full day \$95.00 half day
<ul style="list-style-type: none"> Long Term Substitute Teacher (Long term begins on the twenty-first (21) consecutive day substituting for the same teacher.) 	1/1/2016	\$140.00 full day \$105.00 half day
<ul style="list-style-type: none"> Summer School Substitute 		\$19.05 per hour
<ul style="list-style-type: none"> Adult Education Substitutes 	6/1/98 7/1/95	\$18.00 per hour
Certificated Extra Duty Pay For authorized work outside normal workday	7/1/2015	\$30.00 per hour
<u>Summer School:</u>		
<ul style="list-style-type: none"> Classroom Teacher 	7/1/2015	\$30.00 per hour
<ul style="list-style-type: none"> Principal (Co-principals shall divide rate as mutually agreed.) 	7/1/2007	\$6,500 per session
<u>Adult Education:</u>		
<ul style="list-style-type: none"> Regular Program Teacher 	7/1/1997	\$19.00 per hour \$21.00 per hour
<ul style="list-style-type: none"> Technical Skills Teacher (computer) 		
Driver Training Teacher	7/1/2015	\$30.00 per hour
Home and Hospital Teacher	7/1/2015	\$30.00 per hour
English Readers – Certificated or Classified	7/1/1998	\$9.00 per hour
Written Translation–Certificated or Classified	7/1/2015	\$25.00 per hour
Verbal Translator Certificated or Classified	7/1/2015	\$25.00 per hour
Administrative Hearing Panel Chairperson and Administrative Hearing Panel Member (Members shall be retired certificated staff. Effective 7/1/00, expulsions and follow up work will be paid at a set rate of two hours per expulsion.)	7/1/2007 7/1/1999	\$50.00 per hour \$35.00 per hour
Transition Partnership Program Coordinator (Position shall be contingent upon grant funds.)	7/1/2007	As budgeted in grant application.
SIP Coordinator – Comprehensive school sites	7/1/2007	Maximum of \$4,084

Adopted: June 4, 1998

Revised: 10/8/98; 12/10/98; 5/13/99; 2/24/00; 6/29/00;
6/27/02; 9/12/02; 9/21/05; 4/26/06; 8/16/06; 12/13/06;
6/27/07; 11/28/07; 11/17/10, 6/24/2015, 2/17/2016

WEST SONOMA COUNTY UHSD

Sebastopol, California

I.I.8./FEB.2017

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Ted Walker, Board President

FROM: Steve Charbonneau, Assistant Superintendent –Educational Services

DATE: February 15, 2017

ITEM: CONSIDERATION OF APPROVAL OF COURSE LIST FOR 2017
SUMMER SCHOOL SESSION

BACKGROUND INFORMATION:

Every year the West Sonoma County Union High School District (WSCUHSD) offers a summer school program. The program is designed for students who need remediation in certain core subjects in order to make up credits. WSCUHSD does not provide a program for students who wish to accelerate graduation requirements.

CURRENT CONSIDERATION:

The WSCUHSD Summer School Program will be held Monday, June 12, through Thursday, July 20, 2017. The program will offer courses in English, Social Studies, Math, Science, Physical Education and Art Studio.

RECOMMENDATION:

It is respectfully requested the Board of Education approve the Course List for the 2017 Summer School Session.

ATTACHMENTS:

Yes

2017 SUMMER SCHOOL COURSE LIST

COURSE TITLE	OPEN TO STUDENTS ENTERING GRADES:	DESCRIPTION
ENGLISH		
English 9	10-12	A study of literature and composition.
English 10	11-12	Narrative and descriptive writing as well as emphasis on the expository essay. Literature will concentrate on various genres.
English 11	12	A survey of American Literature from 1620 to the present time. Composition focuses on expository writing and an intensive review of English usage.
English 12	Non-Grad	A survey of English Literature from the Anglo-Saxon period to the present time. Composition focuses on expository writing.
SOCIAL STUDIES		
Social Studies Survey/Geography	10-12	Physical and cultural geography and current issues. (First semester of 9 th grade Social Studies course.)
Social Studies Survey/Health	10-12	Personal, community, and environmental health issues. Students will discuss teen mental and emotional health topics. (Second semester of 9 th grade Social Studies course.)
World History	11-12	The study of civilization throughout the world with specific emphasis on cultural development, geographical influences, and current issues.
United States History	12	U.S. History with a focus on the 20 th Century. Students will study the history of our nation in preparation for understanding the world around them.
American Government	Non-Grad	The organization and functions of the federal government.
Economics	Non-Grad	A survey course in micro and macro economics.
MATH		
Math 1 – 1 st & 2 nd Semester	10-12	Meets Algebra graduation requirement.
Math 2 – 1 st & 2 nd Semester	10-12	Meets Algebra graduation requirement.
Geometry	10-12	
SCIENCE		
Life Science	10-12	Life science topics, such as cell theory, evolution, genetics, the human body and ecology will be covered.
Physical Science	10-12	A survey of the elements of physics, chemistry, astronomy, oceanography, geology, and meteorology.
PHYSICAL EDUCATION		
Physical Education	10-12	May be taken through Credit by Individualized Program to make up an "F" grade only.
OTHER		
Art Studio	10-12	An introduction to basic drawing, painting, design, and printmaking through a variety of creative projects. (<i>Fine Art or Elective credits</i>)