

**Board Meeting (Tuesday, September 20, 2016)**

Generated by Veronica Barragan on Tuesday, September 20, 2016

**A. 6:00 P.M - Formal Opening**

Procedural: 1. Call to order

Procedural: 2. Establishment of Quorum

Procedural: 3. Public Comment Regarding Closed Session Agenda

**B. 6:05 P.M - Closed Session- Discussion/Action**

Action, Discussion, Procedural: 1. Public Employee Appointment

Action, Discussion: 2. Conference With Labor Negotiators

Action, Discussion: 3. Public Employee Discipline/Dismissal/Release

Action, Discussion: 4. Public Employee Performance Evaluation- Title:Superintendent

**C. 7:00 P.M - Open Session****Procedural: 1. Call to order**

Many positions have been filled, some at each site.

District wide Speech Therapist

High School Special Education Teacher- 1.0 FTE

Elementary Reading Resource Teacher- .5 FTE

Elementary Physical Education Teacher- .5 FTE

Elementary Special Education Instructional Assistant

Elementary After School Grant Manager

Junior High After School Activity Provider

M. Hutchins requests that Board move item I5 to the October Board meeting.

R. Browning requests that Board move student report to item D1.

**Public Speaker- William Sterling Re: Housing**

Mr. Sterling read an article regarding housing costs in other areas of California. He is concerned about the unavailability of housing in Anderson Valley and encourages the Board to act or set up a committee to promote teacher housing. The current housing project is stuck with the 2 that they already have. He encourages the Board to form a committee with one or more Board members and a community members.

R. Browning suggests that this item is added to the October Board meeting for discussion.

**D. Information, Reports & Presentations****Information: 1. Superintendent Report**

District Enrollment:

AVES- 278

AVHS- 218

Rancheria- 13

Peachland Preschool- 34

Adult School- 101

The school year got off to a strong start. Three teacher work days were held.

Day 1- Dr Dale presented PBIS.

Day 2- Staff participated in safety and compliance video trainings such as Safety Data Sheets, Hazard Communication, Back Injury and Proper Lifting, Bloodborne Pathogens, Sexual Harassment, and Integrated Pest Management.

Day 3- Elementary School trained in Wonders, High School trained in Aeries.

Day 4&amp;5- Teacher prep days.

Day 6- Inservice

Attended Yorkille social event

Volunteered at the Fair for Chamber of Commerce Booth, this organization awards money for scholarships every year.

Fire Chief Report- The current water system in place, in case of a fire, has an inadequate level of water. The amount of water and the pressure that comes out of the faucets is big, water ends up on the floors and the situation becomes a slip hazard.

We cannot balance water and in case of a fire we would let the fire burn but try to keep it contained. In order to put the fire out it would require setting up water tenders, and because a fire doubles every 7 minutes the Fire Department would not have enough time to do this. The recommendation is to bring a pipe to the site and install a fire hydrant. The distance is a little over a

mile, this would require running a pipe to the elementary site. The district would need to investigate how to get this done. R. Browning - We need an estimate on how much it would cost to have drinking water and fire hydrant on separate systems. The Fire Chief does not believe this will make our fire insurance premium go up.

Cafeteria staffing has been actively evaluated and a consultant from CDE has been contacted, she has supplied the school with a formula and discovered the number of meals that can be made per employee per hour. Our cooks are currently making 49 meals per hour, if we add our Workmans comp back in the equation they would still be making 42 meals per hour. She will come to our site on Oct 6 to help determine staffing levels and if we are understaffed.

#### **Information: 2. High School Principal Report**

We are in our 5th week, everything is going well. We currently have a couple of long term subs covering two open positions. We had a large group of participants from our Agriculture Department at our county fair. Several prizes were given at the fair. Close to 50 entries in the garden area received ribbons.

PBIS and buddy classrooms are all set up, the clipboards are in place, and forms are in place. Reward tickets can be cashed in for prizes.

Inservice on 9/19 was WASC presented by Julie Honegger. PBIS leadership team met. Aeries training went on in the afternoon, teachers are pleased with aeries. We have had a low number of discipline issues this year and have good attendance.

#### **Information: 3. Elementary School Principal Report**

Student council - 6th graders will run for election vote on sept, 29th. Six students will be chosen to use their leadership skills in Student Council.

PBIS is very strong. Every morning it is discussed to be safe, respectful and respectful. I also discuss a character trait and social skills every morning.

Attendance is low, some kids have headlice and due to this parents are not sending their children to school. The Clinic will have medicated shampoo that parents can purchase.

9/19 Aeries training for teachers in the morning and Wonders training by grade level groups in the afternoon. All Wonders materials came in and need to be inventoried.

We are in need of substitutes, the district needs to increase substitute pay. It is hard to not grant personal days because we do not have coverage, personal days are not being granted at this time and this is hard on teachers. Some days we have not had the coverage needed.

R. Browning asks if the Williams report indicated that the elementary school was not compliant, and if so have the supplies been ordered? Katherine- we received some materials and some are still on order. Inventory has to be taken after every foss kit is being used. R. Browning- since enrollment went up, do we have enough supplies for these new students? Kathy- yes

Michelle complimented on how much the kids already know- and on the flow of students through the lunch line.

E. Arbanovella- asked if it made a difference having Monday after fair off? Katherine- not sure how it effected attendance.

#### **Information: 4. Student Council Report**

Tony Pardini reported-

Last weekend was fair, the senior booths brought in over \$5000. Huge thanks to Mr. Snyder and Mrs. Jenderseck for their help with the potato booth and the parking lot. Juniors will be selling seat cushions and drawstring bags at home sports games. Homecoming is soon, we will have entertainment during lunch time and a high school dance. Thanks to Palma who will help with the ceremony at the football game. Student Council has four representatives from each gradelevel. Tony is president for senior class. R. Browning recommends Student Council always get assistance from principal and others about proper procedures for events.

#### **Information: 5. First Reading of Board Policies**

District needs to ensure that new language used is consistent with practice.

BP 9320 should have been included. Policy regarding Board meeting dates. When we decided to change Board meeting dates from Thursdays to Tuesdays it also has to be changed in Board policy.

AR 5148.2 Students. District would like to suggest that the Board choose option 2, a fee may be charged.

AR 5148.3- Pull for further discussion

BP 5148.3- Pull for further discussion

BP 6146.1- Pull for further discussion

### **E. Consent Agenda**

#### **Action (Consent): 1. Approval of Minutes**

Recommended Action: Administration Recommends Approval

#### **Action (Consent): 2. Approval of Warrants**

Recommended Action: Administration Recommends Approval

Don Alameida-

#### **Action (Consent): 3. Approval of Public Employee Appointment**

Recommended Action: Administration Recommends Approval

#### **Action (Consent): 4. Overnight Fieldtrip**

Recommended Action: Administration Recommends Approval

**Action (Consent): 5. Memorandum of Understanding between Anderson Valley Unified and Sonoma County North Coast Teacher Induction Program**

Recommended Action: Administration Recommends Approval

**Action (Consent): 6. Agreement for Architectural Services**

Recommended Action: Administration Recommends Approval

**Action (Consent): 7. Employee Resignation**

Recommended Action: Administration Recommends Approval

**Action (Consent): 8. Approval of Interdistrict Attendance Request**

Recommended Action: Administration Recommends Approval

**Action (Consent): 9. 2nd Reading of Board Policies**

Recommended Action: Administration Recommends Approval

**Motion to approve Consent Agenda****MSP:** R. Browning, E. Arbanovella

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

**F. Measure A General Obligations Bond/Modernization****Action, Discussion: 1. Proposal for Change to Contract with Clark Construction**

Recommended Action: Administration Recommends Approval

Don Alameida- Would like to add a secondary path to the modular for student access, we need to authorize a change for contract to come back to make path.

**MSP:** N. Matson, E. Arbanovella

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

**Action, Discussion: 2. Proposal for Change to Contract with Alameida Architecture**

Recommended Action: Administration Recommends Approval

Don Alameida- To facilitate cost request, this makes them all one request and this is the total change for the contracts.

**MSP:** E. Arbanovella, N. Matson

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

**Action, Discussion: 3. Consultant Services Agreement with Blundell Construction Services**

Recommended Action: Administration Recommends Approval

Don Alameida- required by state, DSA, to hire two inspectors. Two local contractors out of Ukiah will take the project.

**MSP:** E. Arbanovella, R. Browning

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

**G. Discussion Items****Discussion: 1. District expectations for IT Monitoring**

EA- recent outage at elementary school caused their to be no phones on Monday. It is not fair to expect one person to monitor 24hrs a day, however teachers and staff should not come in to not having phones.

M. Hutchins- I am the only 24 hour employee. Don Harris and Michelle Hutchins are the only ones to receive a cell phone stipend. When phones went down Don was out of range but did fix the issue as soon as he found out. E. Arbanovella- not clear if someone is 24hr watching for our system. M. Hutchins- maybe county can support? Don- Dave Smith is concerned with his staff's expectations, they are not 24/7. We can put process in place that may not incur much cost. As a single person supporting an entire district we should find out what other districts nearby do in situations like this. Maybe MCOE can have system monitoring that can help, and realize that we rely on their help.

Hopes that at October meeting a short term plan can be in place.

Our students rely more everyday on the network.

**Discussion: 2. Discussion about Organizations that Provide Strategic Plan Services to Schools**

M. Hutchins- will receive proposals in two weeks.

Cambrian Group- soul source organization- they say you cannot compare his product because his is unique to others. Michelle has looked at one plan that was a very comprehensive plan. Cambrian cannot provide cost but says they will not break our

budget.

Reinventing Schools- out of Alaska. Please spend time learning about the goals of Marzano Research. Mastery based in place of time. Maine will move to mastery based learning this year. Recommended only if we would like to be mastery based. R. Browning- this is a lot of change to staff, students, and community.

Leadership Associates recommended by UUSD , very pleased, county is impressed. Local firm, Jim Brown is a mentor and Superintendent in Ukiah. Briefly looked at the strategic plan for Ukiah.

National Center for Executive Leadership and School Board Development- Walt Hanlite.

we should look at Walt and Leadership Associated closely.

Michelle will solisite the four proposals for running Strategic planning and compare proposal costs and numbers of days and referenes from users.

N. Matson suggests eliminating the Cambrian Group proposal.

R. Browning suggests eliminating the Cambrian Group and Reinventing Schools proposals.

E.Arbanovella- Do the proposals include bilingual access for community, and are they not walking in with an agenda of their own? What is the cost. Suggests eliminating the Cambrian Group and Reinventing Schools proposals.

W. Crissman- suggests eliminating the Cambrian Group proposal. Has seen Reinventing Schools work in the state of Washington. Maybe this is something we can start talking and planning as a long term. What can they do for us?

R. Browning suggests that the district find out the number of days, referenes and cost for the proposals.

Proposals will be received before the next Board meeting and will be add to the October Agenda.

### **Discussion: 3. Discussion on Collection of Developer Fees**

R. Browning- Our district, many years ago, approved developer fees. This is a tax or fee that is charged when a new home is put on a property ( after 1990).

Enrollment chart shows that the district has been shrinking instead of growing. This money is for the grown of the valley, new housing would generate many more students in the valley. The district is concerned that we are collecting fees but do not have good reason to be collecting because we do not have the extra students that might need the extra money. W. Crissman- the law says that we cannot spend the money for anything but housing.

Michelle recommends that at the October Board meeting we ask Becky from MCOE to speak to the matter and recommends that we hold off on issuing refunds.

R. Browning- did we have a public disclosure at the Board meeting in December? Leigh Kreienhop- yes it was a resolution in January 2016.

R. Browning- are we spending the money from the deveolper fees? Don Alameida- all money was used in the bond upgrades. Postpone discussion to October meeting and get advise from Legal.

M. Hutchins- We have seen a drop in enrollment at the high school- eight student have transfers and 22 have been lost to smaller incoming classes.

W. Sterling- Can we ask MCOE how we can spend the money that we have.

### **Discussion: 4. Letter from Mendocino County Office of Education Regarding Williams Act**

Elementary school has received letter that we were short materials, they have been purchased and some have arrived others are on the way.

### **Discussion: 5. Discussion on Securing Visa's for Foreign Workers**

E. Arbanovella- How quickly do we get the I9 back from recently employed? If the person hired is not assigned can we apply for a visa? M. Hutchins- yes but only limited number of Visa's are available. We hired someone for Math in January and still cannot get her a Visa to come here. The I9 is received at time of contract. E. Arbanovella- if we hire somone that needs a visa does District have a cutoff time for waiting on the visa process? M. Hutchins- we do not know what that time frame is, I will reach out to other districts to ask what policy they have in place.

## **H. Unfinished Action Items**

### **Action, Discussion: 1. Approval of Quote for Cafeteria Upgrade Equipment**

Recommended Action: Administration Recommends Approval

Don Alameida- In an effort to get CA grant for freezer for elementary school. CA requires it be approved by DSA. We have a quote for a CA approved freezer. It is more cost effective to get one with a concrete floor because the CA requires it have a concrete floor. We need to look at the grant and see that we stay in compliance with terms.

**MSP:** W. Crissman, E. Arbanovella

M. Hutchins- going to bid is for the constrution and for buying the equipment, cost of insulated concrete floor and electrical.

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 2. Consideration of Amending Cafeteria Manager Job Description**

Recommended Action: Awaits Board Recommendation

M. Hutchins- The job description in line with what the manager currently does. Employee has seen the job description but has not given input.

The position was previously Cafeteria Manager, the new duties are manager cook, supervision of staff and meals.

Move to accept ammended job description

**MSP:** E. Arbanovella, N. Matson

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 3. Changing the Food Service Committee to be the Wellness Committee**

Recommended Action: Administration Recommends Approval

Committee proposes to step back from being Food Service Committee to being Wellness Committee- We may need to add a person to meet the public safety component of the Wellness Committee. Committee would like to do fundraising and volunteering. The group wants the committee name changed. Food service topics will still be considered. Teachers are on the food service committee, administrators can focus on safety and invite Fire Chief and Craig Walker to assist with the safety tasks of the committee.

Motion to rename the committee with the help of Administration as needed for safety topics.

**MSP:** E. Arbanovella, R. Browning

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: NoneS

## **I. New Action Items**

### **Action, Discussion: 1. Consideration to Raise Substitute Teacher Pay**

Recommended Action: Administration Recommends Approval

Substitutes no longer want to work for us because of low pay. Most of our local subs are now working long term. We can no longer grant personal days because of lack of coverage. In looking at the comparison between surrounding districts and AVUSD, we would like to raise our pay to be \$50 more than what Ukiah pays.

M. Hutchins proposes to adopt \$175 per day for subs and pay retired AVUSD teachers and long term subs at column 1 step 1.

Fiscal impact would be 2015-16 \$45,357.78 vs. year 2016-17 \$66,146. This is an increase of \$20,788 which is build into the budget to cover substitutes

Considered paying a flat rate because many of our subs are not from the valley.

Motion to discuss substitute teacher pay

**MS:** W. Crissman, R. Browning

R. Browning- offering \$175 is too high, our goal should be to be above what Ukiah pays. \$160 should achieve the same goal

Ayes- W. Crissman

Noes- E. Arbanovella, N. Matson, R. Browning

Motion to offer \$160 per day to substitutes

**MSP:-** R. Browning, E. Arbanovella

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

If a long term substitute is not able to leave lesson plans and grade the work done, the long term sub rate would apply to the substitute.

Motion to pay retired and long term at step 1 column 1

**MSP:** E. Arbanovella, W. Crissman

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 2. 2nd Reading of Board Policies and Policy Updates**

Recommended Action: Administration recommends approval

6200 Adult Ed- allows for Adult Education to be concurrent with high school enrollment if needed. Should we allow this?

R. Browning- If it is offered at the high school it should be taken at that site. This decision would be made by Admin.

If no other credit recovery is available we could rely on Adult Ed for them to offer them the class. As is the Adult Ed does not offer Diploma, only a GED.

Motion to approve with concurrent enrollment.

**MSP:** E. Arbanovella, N. Matson

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 3. Consideration to Change October 18th Board Meeting to October 11th**

Recommended Action: Administration recommends approval

E. Arbanovella will not be here for November meeting

**MSP:** E. Arbanovella, N. Matson

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 4. Consideration to add Board Workshop on January 27, 2017 on Organizational Greatness**

**MSP:** E. Arbanovella, R. Browning

Ayes: Browning, Crisman, Matson, Arbanovella

Noes: None

Absent: Sanchez

Abstain: None

### **Action, Discussion: 5. Consideration to Adopt Agriculture Vehicle Policy**

Moved to October Board meeting

**J. Future Business**

**K. Continuance of Closed Session If Necessary**

**L. Adjournment- 9:30pm**