

**WILLIAMS UNIFIED SCHOOL DISTRICT****BOARD OF TRUSTEES REGULAR MEETING**

Thursday, July 18, 2019, Regular Meeting

**MINUTES**

- 1.0 CALL TO ORDER** – Board vice president, George W. Simmons, called the Regular Board meeting of the Williams Unified School District Board of Trustees to order at **6:30 PM** on July 18, 2019, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.
- 2.0 ROLL CALL**
- Trustees Present: George W. Simmons, Vice President  
Ana Leos-Vera, Member  
Yareli Mora, Member
- Administrative Staff: Amanda Zimmerman, Elementary Principal
- ASB Representative: *Summer Break*
- Audience: Mechele Coombs, Vangelis Bolias, Veronica Solis, Ben Threet
- 3.0 PLEDGE OF ALLEGIANCE** - Board vice president, George W. Simmons, led the Board and audience in the Pledge of Allegiance.
- 4.0 APPROVAL OF THE AGENDA**
- A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the agenda with the following modifications: add Discussion item 12.2 Special Board meeting for construction and table item 10.12 Internship Coordinator job description until the August Board meeting. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**
- 5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION** – Board vice president, George W. Simmons welcomed all visitors and invited them to speak at this time on any school-related item not scheduled on this agenda but within the jurisdiction of the Board may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit speaking time to 3 minutes per speaker and 20 minutes per item.
- 5.1 Estefania Guillen-Aceves addressed the Board regarding a car wash fundraiser to support a field trip for student interns that worked for the district this summer. Mrs. Guillen-Aceves would like to reward the students' hard work with a fun trip. The car wash will be held at the Burger King parking lot on Saturday, July 27<sup>th</sup> from 8:00 a.m. to 2:00 p.m. They are charging \$10 per car and accepting donations. Mrs. Guillen-Aceves is expecting 15-20 kids to help with the event.
- 6.0 PRESENTATIONS**
- 6.1 Construction Update – Ben Threet, Stone Creek Engineering, Inc. addressed the Board and presented a PowerPoint presentation of pictures from the parking lot, playground and multi-purpose building job site. They are on a very tight schedule. Excess water has been draining onto 10<sup>th</sup> Street and the City has asked that the construction team keep the area as clean as possible. Paving will take place on the play courts as the current pavement is not thick enough and is cracking. An additional storm drain and geotechnical fabric have been installed. The curbs are poured for the parking lot and the asphalt will be added soon.
- 7.0 ADMINISTRATOR'S REPORTS**
- 7.1 Elementary School Principal, Amanda Zimmerman provided a written report and stated she is looking at Elementary enrollment and making it a priority to increase student numbers. Mrs. Zimmerman attended two conferences this summer. The Model Schools Conference was held in Washington DC. The Elementary staff that attended the conference met daily to debrief. Mrs. Zimmerman stated staff will be working on the importance of relationships and creating a student centered focus. Mrs. Zimmerman also attended the CABA conference in New Port Beach. Kindergarten and 1<sup>st</sup> grade teams were able to attend as well. Work has

- 9.4.4 Chairlift Service Contract Maintenance Agreement with Siskiyou Elevator Company effective September 2019 – September 2021.
- 9.4.5 Preliminary Administrative Services Credential Program Memorandum of Understanding with Placer County Office of Education June 1, 2019 – June 30, 2020.
- 9.4.6 Services Agreement with the International Center for Leadership in Education (ICLE) for Personalized Leadership & Instructional Coaching for 10 days, SY 2019-2020.
- 9.4.7 Services Agreement with the International Center for Leadership in Education (ICLE) for Component 1: Data Teams for Learning – Part 1 for 8 days, SY 2019-2020.
- 9.4.8 Services Agreement with the International Center for Leadership in Education (ICLE) for Component 1: Data Teams for Learning – Part 2 for 12 days, SY 2019-2020.
- 9.4.9 Memorandum of Understanding between Williams Police Department and Williams Unified School District for SY 2019-20.
- 9.4.10 First Amendment to Agreement between Lindamood-Bell Learning Processes, Inc. and Williams Unified School District.
- 9.4.11 Agreement for Placer County Office of Education Consulting Services for Positive Behavior Intervention Support (PBIS) Training Dates, SY 2019-2020.
- 9.4.12 Change Order #103-99R1 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.13 Change Order #105-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.14 Change Order #109-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.15 Change Order #110-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.16 Change Order #111-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.17 Confirmation to Wilmington Trust that Williams Unified School District has made adequate provision in its annual budget for the payment of Lease Payments.
- 9.4.18 Written Certification for Wilmington Trust stating compliance with the provisions in Section 5.7 of the Lease Agreement.

#### 9.5 ROUTINE PURCHASE ORDERS

Purchase Order #	Vendor	Amount
PO20-00032	Colusa County Office of Education	\$1,040,707.00
PO20-00031	Dubuque Bank and Trust	\$ 168,000.00
BPO20-00009	Garcia Hernandez Sawhney LLP	\$ 150,000.00
PO20-00004	Houghton-Mifflin Harcourt	\$ 111,780.00
PO20-00003	Renaissance Learning	\$ 81,943.20
PO20-00035	Colusa County Office of Education	\$ 57,600.00
BPO20-00008	Fagen Friedman & Fulfroost LLP	\$ 50,000.00
BPO20-00005	Recology Butte Colusa Counties	\$ 36,000.00
PO20-00033	Colusa County Office of Education	\$ 30,380.31
BPO20-00004	City of Williams	\$ 29,352.00
PO20-00040	JV Manufacturing Inc	\$ 37,697.34
R20-00082	PG&E	\$ 66,800.00

#### 9.6 APPROVE EXTRA DUTY / VOLUNTEER / STUDENT PERSONNEL REPORTS –Request to approve personnel items relating to Extra Duty, Volunteer and Student personnel reports. (R. Cranford)

Classification	Position	Status	Name
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	Open	
Extra Duty	Varsity Football Assistant Coach	Filled	Brian Darden
Extra Duty	Junior Varsity Football Assistant Coach	Open	

#### 9.7 APPROVE CERTIFICATED / CLASSIFIED / CONFIDENTIAL PERSONNEL REPORT- Request to approve personnel items relating to Certificated, Classified and Confidential personnel reports (R. Cranford)

Classification	Position	Status	Name
Certificated Management	Secondary Principal	Filled	Dr. Mary Ponce
Certificated	Secondary Music Teacher	Open	
Certificated	Health Specialist	Open	
Certificated	Health Specialist	Resignation	Elisa Garcia
Confidential	District Liaison	Open	

continued on the master schedule. Response to Intervention (RTI) will be implemented site wide for socioemotional intervention for students and assessed in six-week cycles. A professional development survey for teachers was created to get feedback on their greatest area of need for current and out years. Mrs. Zimmerman invited the Board to attend a New Year's celebration on the first day of school. The fire department, police department and possibly the mayor will be on site to welcome students on their first day of school.

7.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor – no report.

Summer Academy administrator Veronica Solis distributed a handout. She will be giving a detailed presentation in August of the Summer Academy program. All 14 seniors that attended completed their coursework. Students went on field trips to Sonoma State on June 21<sup>st</sup>, bowling on June 28<sup>th</sup> and to the State Fair on July 17<sup>th</sup>. Mrs. Solis thanked trustees Simmons, Mora and Leos-Vera for attending the Clausura ceremony. The event was greatly attended. The student presentations and performances were amazing. Mrs. Solis distributed a report from Candice Bersola-Vallejos who will also present to the Board in August regarding the Elementary Summer Academy. Mrs. Solis said that she would like to include 8<sup>th</sup> grade promotion and 12<sup>th</sup> grade graduation ceremonies at next year's Summer Academy.

7.3 Upper Elementary School Principal, Hector Gonzalez – no report.

7.4 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report.

7.5 Technology Director, Vangelis Bolias submitted a written report.

Trustee Simmons questioned what CPM stood for. It stands for college preparatory math.

7.6 Food and Nutrition Director, Kristi Ward – no report.

7.7 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated her focus is on closing the books for last school year. Mrs. Zimmerman received training in the Escape program and Ms. Coombs will train the High School principal once they begin. We received the \$6 million bond funding and a good rating.

7.8 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin – no report.

## 8.0 **EMPLOYEE GROUPS BOARD REPORTS**

8.1 Certificated Employees – Williams Teachers Association – No report.

8.2 Classified Employees – California School Employees Association Chapter #556 – No report.

## 9.0 **ACTION ITEMS – CONSENT CALENDAR** – Certain items, which require review and approval by the Board of Trustees, are routine in nature because they are self-explanatory, non-controversial, or repetitious. These recommended items are grouped as a consent item for automatic approval after the Board president determines there is no request to separate any items for independent consideration.

9.1 **BOARD MINUTES** – Request to approve Board minutes

9.1.1 May 7, 2019 (Special Meeting)

9.1.2 May 16, 2019 (Regular Meeting)

9.1.3 June 11, 2019 (Special Meeting)

9.1.4 June 12, 2019 (Regular Meeting)

9.2 **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (Hirschfield)

9.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries (T. Rivera)

9.3.1 Prepared by Lucila Mendez, General Ledger Report and Bank Reconciliation Report, Williams High School Checking Account, May 2019.

9.4 **SERVICE AGREEMENTS/CONTRACTS**

9.4.1 Work Site Employment Program Agreement between Butte County Office of Education and Williams Unified School District from June 10, 2019 – June 30, 2019.

9.4.2 Work Site Employment Program Agreement between Butte County Office of Education and Williams Unified School District from July 1, 2019 – August 2, 2019.

9.4.3 Chatfield and Associates Scope of Work To Provide Technical Assistance to Williams Unified School District SY 2019-2020.

Classified	ASES Paraeducator	Open	
Classified	Custodian	Open	
Classified	Custodian	Resignation	Sergio Ibarra Hernandez
Variable Service Agreement	Internship Coordinator	Filled	Estefania Guillen-Aceves

9.8 **APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULE**

- 9.8.1 2019-2020 Williams Elementary School Instructional Minutes
- 9.8.2 2019-2020 Williams Upper Elementary School Instructional Minutes
- 9.8.3 2019-2020 Williams Jr/Sr High School Instructional Minutes
- 9.8.4 2019-2020 Mid Valley Continuation Instructional Minutes
- 9.8.5 2019-2020 Williams Elementary Master Schedule
- 9.8.6 2019-2020 Williams Upper Elementary Master Schedule
- 9.8.7 2019-2020 Williams Jr/Sr High School Master Schedule

9.9 **APPROVE STUDENT HANDBOOKS**

- 9.9.1 None

9.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**

- 9.10.1 Updated 2019-20 Inter-District Transfer Lists

9.11 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E) AND BOARD BYLAWS (BB)**

- 9.11.1 Revised E (1) 3541.1 Transportation for School Related Trips

9.12 **APPROVE FIELD TRIP REQUESTS**

- 9.12.1 None

9.13 **APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

- 9.13.1 Sale and/or Disposal of Cafeteria Equipment

9.14 **APPROVE CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERS**

- 9.14.1 Williams Unified School District's Citizens' Bond Oversight Committee Members

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the Consent Calendar with an amendment to item 9.6 by placing Brian Darden as the Varsity Football Assistant Coach. **Motion passed. Ayes \_3\_ Noes \_0\_ Absent \_2\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

**10.0 ACTION ITEMS – NEW BUSINESS** – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

- 10.1 Consideration and possible action concerning the nomination and election of Board president pro tempore for 2019.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPOINT** Yareli Mora as Board president pro tempore for 2019. **Motion passed. Ayes \_3\_ Noes \_0\_ Absent \_2\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

- 10.2 Consideration and possible action concerning the approval of the revised District Attendance Calendar for school year 2019-2020.

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the revised District Attendance Calendar for school year 2019-2020. **Motion passed. Ayes \_3\_ Noes \_0\_ Absent \_2\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

- 10.3 Consideration and possible action concerning the approval of the municipal bond insurance commitment with Build America Mutual Assurance Company.

A **MOTION** was made by Yareli Mora and **SECONDED** by George W. Simmons to **APPROVE** the municipal bond insurance commitment with Build America Mutual Assurance Company. **Motion passed. Ayes \_3\_ Noes \_0\_ Absent \_2\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

- 10.4 Consideration and possible action concerning the approval of the 1Million Project Terms and Conditions and Certificate of Understanding for free devices and wireless internet service for high school student use.

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the 1Million Project Terms and Conditions and Certificate of Understanding for free devices and wireless internet service for high school student use. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.5 Consideration and possible action concerning the approval of the Tentative Agreement between Confidential Management and Williams Unified School District.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the Tentative Agreement between Confidential Management and Williams Unified School District. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.6 Consideration and possible action concerning the approval of the Public Disclosure of the Negotiated Agreement between Williams Unified School District and Confidential Management.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Public Disclosure of the Negotiated Agreement between Williams Unified School District and Confidential Management. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.7 Consideration and possible action concerning the approval of the Tentative Agreement between Certificated Management and Williams Unified School District.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the Tentative Agreement between Certificated Management and Williams Unified School District. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.8 Consideration and possible action concerning the approval of the Public Disclosure of the Negotiated Agreement between Williams Unified School District and Certificated Management.

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the Public Disclosure of the Negotiated Agreement between Williams Unified School District and Certificated Management. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.9 Consideration and possible action concerning the approval of the out of state travel for Tim Wright to the Thomas Built Institute.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the out of state travel for Tim Wright to the Thomas Built Institute. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.10 Consideration and possible action concerning the approval of the exploration and feasibility of a facility bond measure for the Williams Unified School District.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the exploration and feasibility of a facility bond measure for the Williams Unified School District. **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.11 Consideration and possible action concerning the approval of **Resolution #01-071819: Resolution of the Governing Board to Approve Formal Development of the Overseas Learning Adventure (OLA).**

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** Resolution #01-071819: Resolution of the Governing Board to Approve Formal Development of the Overseas Learning Adventure (OLA). **Motion passed. Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera –**

**aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

- 10.12 Consideration and possible action concerning the approval of the Internship Coordinator job description and salary placement.

**Item 10.12 Tabled until August 15, 2019 Board meeting.**

- 10.13 Consideration and possible action concerning the approval of the Teacher on Special Assignment English Language Learner/ Dual Immersion Specialist job description.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the Teacher on Special Assignment English Language Learner/ Dual Immersion Specialist job description. **Motion passed.**

**Ayes\_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – absent.**

**11.0 BOARD MEMBER COMMENTS**

- 11.1 Trustee Yareli Mora stated she is excited about the first day of school.
- 11.2 Trustee George W. Simmons stated principals Dr. Mary Ponce and Amanda Zimmerman are about accountability and will provide the data the Board is looking for. It will be a climate change for the district.

**12.0 DISCUSSION ITEMS**

- 12.1 Special Board Meeting for Construction, August 6th or August 13th, 2019.
- Trustees stated that August 6<sup>th</sup> at 5:30 p.m. would work best for them to meet.
- 12.2 Special Board Meeting for Construction
- Trustee Simmons stated the construction contingency fund needs to be increased another \$100,000. Trustees confirmed that they would be available to hold a Special Board meeting on Monday, July 22<sup>nd</sup> at 5:30 p.m.

**13.0 INFORMATIONAL ITEMS AND REPORTS**

- 13.1 Western Association of Schools and Colleges (WASC) mid-cycle visiting committee report.
- 13.2 Williams Uniform Complaint Quarterly Report from April - June, 2019

**14.0 CORRESPONDENCE**

- 14.1 Letter from Colusa County Office of Education regarding participation in the 2018-19 North Central Counties Professional Learning Network (NCCPLN).

**15.0 FUTURE MEETING DATES**

- 15.1 July 22, 2019 (Special)
- 15.2 August 6, 2019 (Special)
- 15.3 August 15, 2019 (Regular)
- 15.4 September 12, 2019 (Regular)
- 15.5 October 17, 2019 (Regular)

**16.0 PENDING AGENDA – This is the time to place future items on the Pending Agenda.**

- 16.1 None

**17.0 CONVENE TO CLOSED SESSION (7:40 PM)**

**Closed Session will be held regarding the following matters:**

- 17.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)
- 17.2 Conference with Labor Negotiators (Gov. Code 54957.6)

Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation

17.2.1 Certificated Employees – WTA

17.2.2 Classified Employees – CSEA Chapter #556

**18.0 RECONVENE TO OPEN SESSION (8:11 PM)**

**Action Taken During Closed Session:**

18.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)

**No Action Taken.**

18.2 Conference with Labor Negotiators (Gov. Code 54957.6)

Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation

18.2.1 Certificated Employees – WTA

18.2.2 Classified Employees – CSEA Chapter #556

**No Action Taken.**

**19.0 ADJOURNMENT (8:13 PM)**

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the adjournment. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

Please note that additional information distributed to the Board during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,



Dr. Edgar Lampkin, District Superintendent  
Secretary to the Board  
erl/jdc