

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

Thursday, August 15, 2019, Regular Meeting

MINUTES

1.0 CALL TO ORDER – Board president, Silvia Vaca, called the Regular Board meeting of the Williams Unified School District Board of Trustees to order at **6:30 PM** on August 15, 2019, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.

2.0 ROLL CALL

Trustees Present: Silvia Vaca, President
George W. Simmons, Vice President
Yareli Mora, Member

Administrative Staff: Dr. Edgar Lampkin, Superintendent
Amanda Zimmerman, Elementary Principal
Hector Gonzalez, Upper Elementary Principal
Dr. Mary Ponce, Secondary Principal
Rosa Villasenor, SIG Coordinator/ELL Administrator

ASB Representative: Not present.

Audience: Mechele Coombs, Vangelis Boliás, Veronica Solis, Michelle Jorge, Candice Bersola-Vallejos, Ines Duenas, Sajit Singh, Estefania Guillen, Edith Duran

3.0 PLEDGE OF ALLEGIANCE - Board president, Silvia Vaca, led the Board and audience in the Pledge of Allegiance.

4.0 APPROVAL OF THE AGENDA

A **MOTION** was made by Yareli Mora and **SECONDED** by George W. Simmons to **APPROVE** the agenda. **Motion passed. Ayes 3 Noes 0 Absent 2 by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – aye.**

5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION – Board president, Silvia Vaca 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 None.

6.0 PRESENTATIONS

6.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. addressed the Board and shared a PowerPoint with pictures of the Elementary construction. The parking lot and play courts at the Elementary School were complete before the start of school. The light fixtures need to be installed to finalize the project. Work has begun on the multipurpose building pad. It is anticipated to be completed by Tuesday. Next base rock will be installed followed by the foundation work. By the next Board meeting vertical walls should be starting to go up. The contingency fund is very low. At the next Board meeting Mr. Threet will share where the funds have been used. The Board reviewed samples of the materials to be used for the multipurpose building. Mr. Threet will be working with DSA on other district projects and the Board will meet regarding Education Specifications at a Special Board meeting.

6.2 Summer Academy Presentation – Veronica Solis, Candice Bersola-Vallejos and Michelle Jorge.

Candice Bersola-Vallejos and Michelle Jorge presented a PowerPoint presentation about the three TK-6 Summer Academy programs. There was a TK-6 STEM based program. A SEAL bridge program for preschool – 2nd grade and a program with Lindamood Bell focused on phonics and vocabulary that included high school interns.

Dr. Lampkin commended Candice and Michelle for the incredible leadership with these programs. Dr. Lampkin stated the entire team did an awesome job.

Trustee Yareli Mora stated her daughter attended the STEM program and was excited to go every day.

Veronica Solis presented a handout to the Board regarding the Secondary Summer Academy program. All 14 seniors that attended credit recovery graduated from the program by week two. In the future, they will have a graduation/promotion ceremony for students and their families. Seventeen out of thirty-three 8th graders promoted over the summer. Ninety-nine percent of students enrolled in college classes passed their courses. Students attended field trips to Sonoma State University, the bowling alley in Colusa and the California State Fair. Platicas con los padres were attended by 40 parents and were led by the binational teacher. Over 200 people attended the Clausura ceremony. The Clausura included an art exhibit, dancing, singing and a dinner. Mrs. Solis thanked the partners of the Summer Academy program, the transportation and technology departments, ASSETS and Rosa Villaseñor, Candice Bersola-Vallejos and Michelle Jorge for their support.

Dr. Lampkin acknowledged the tremendous work that Mrs. Solis did and the way she connected with the students.

- 6.3 Summer Internships Presentation – Estefania Guillen-Aceves distributed a handout to the Board regarding the Student Internship program. Ms. Guillen-Aceves supervised the student interns over the summer for maintenance, technology and the Lindamood Bell program. The Lindamood Bell interns also assisted with parent registration nights. Ms. Guillen-Aceves worked with local businesses to secure internship opportunities for students. She plans to work with students to help them create resumes and cover letters.

Student Intern Parth Patel presented to the Board a documentary he created regarding the Lindamood Bell program.

Ms. Guillen-Aceves stated she was able to fundraise to take the interns on a reward field trip to Sun Splash.

Dr. Lampkin gave kudos and acknowledged Ms. Guillen-Aceves for her work putting together the handbook and her work with the interns.

- 6.4 FFA Leadership Conference Presentation – Student Lizeth Madrigal shared a slideshow presentation of her 5-day trip to the Washington DC Leadership Conference. FFA students that attended the conference were able to visit numerous historical sites including the Lincoln Memorial, the Washington Monument, the World War II Memorial, the Iwo Jima Memorial, the Holocaust Memorial, the Library of Congress and many others. They visited Georgetown University and prepared 50,000 meals for Meals of Hope. It was a great experience.

7.0 CONVENE TO CLOSED SESSION I (7:52 PM)

Closed Session I will be held regarding the following matters:

- 7.1 Conference with Real Property Negotiators (Gov. Code 54956.8)
Property: 5 acre Parcel located at 1500 E Street, Williams, CA 95987-5143; APN 005-201-032-000.
Agency Negotiators: Superintendent, Dr. Lampkin and Director of Fiscal Services & Accountability, Mechele Coombs and Lisa M. Kaplan, Esq., Consultant, Sage Realty Group, Inc.
Negotiating Parties: Listing agent Judy Johnson for sellers.
Under Negotiations: Instruction to District negotiators on price and term of payment.

8.0 RECONVENE TO OPEN SESSION I (8:04 PM)

Action Taken During Closed Session I:

- 8.1 Conference with Real Property Negotiators (Gov. Code 54956.8)
Property: 5 acre Parcel located at 1500 E Street, Williams, CA 95987-5143; APN 005-201-032-000.
Agency Negotiators: Superintendent, Dr. Lampkin and Director of Fiscal Services & Accountability, Mechele Coombs and Lisa M. Kaplan, Esq., Consultant, Sage Realty Group, Inc.
Negotiating Parties: Listing agent Judy Johnson for sellers.
Under Negotiations: Instruction to District negotiators on price and term of payment.

No Action Taken.

9.0 ADMINISTRATOR'S REPORTS

- 9.1 Elementary School Principal, Amanda Zimmerman provided a written report and stated site enrollment is at 413 and students are enrolling students daily. The site is close to full capacity. The first day of school New Year celebration was a success. The Fire department was on site to greet students. Ms. Zimmerman created a PBIS video and shared it with staff and students. Back to School Night will be August 27th. The site is planning to have a picnic. PTO is donating all of the food. The Fire department will be grilling hamburgers and hotdogs. Join us at 6:00 p.m. bring a chair or blanket.
- 9.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor stated the Summer Academy teams did great work. It was great to see such passion from the staff. The School Improvement Grant (SIG) expenditure report was approved. There will be a meeting held to review the grant. ELPAC results are in and out of 611 students tested 114 of them scored at level 4. School sites will continue to focus on student needs to move students up to the next level. At the next Board meeting, Mrs. Villaseñor will share how many students are English learners and the number of initially English fluent students. Mrs. Villaseñor introduced the new district liaison Monica Vega-Mendoza.
- 9.3 Upper Elementary School Principal, Hector Gonzalez submitted a written report and stated enrollment is at 321 students. Back to School Night will be August 21st. PTO will be selling hotdogs and ice cream. The site is focusing on their PBIS lessons, life skills and lifelong guidelines. They held their first assembly and introduced staff to the students.
- 9.4 Secondary School Principal, Dr. Mary Ponce submitted a written report and thanked Dr. Nicole Odell for all of her support. The site held a welcome back assembly with all 7-12 grade students. The focus of the assembly was to encourage and inspire students and share expectations and goals for this year. Staff enjoyed combining the Jr. High and High School students. The first rally will be August 23rd and will be shared on ESPN 30 for 30. All students will be wearing their Swarm shirts. Dr. Ponce reported that 89% of the students that took Advanced Placement Spanish passed. The state average is 91%. Back to School Night is scheduled for August 28th. A free carne asada dinner will be provided. There will be a meeting with seniors and their parents prior to the dinner to review the senior contract and discuss goals. Dr. Ponce aims to improve communication.
- 9.5 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report and stated it was a rough summer with flooded grounds. Hats off to Clark/Sullivan for their work on the parking lot and play courts. Mr. Wright thanked Jodi Cortez for her assistance with submitting the rural bus grant application. The reimbursement check was received. Mr. Wright repaired a glitch with the alarm horns in the gym and girls locker room. New power supply was routed to the horns.
- 9.5 Technology Director, Vangelis Bolias submitted a written report and stated there was a glitch between Google and Aeries but the issue has been resolved. Chromebooks are in production. Clever.com is being used for applications so that students only have a single sign on for all programs.
- 9.6 Food and Nutrition Director, Kristi Ward stated the cafeteria is now able to donate leftover food. This will help eliminate food waste.
- 9.7 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated work continues in ESCAPE to close the district books.
- 9.8 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin submitted a written report and introduced Monica Vega-Mendoza. Monica stated that she is honored to be working for the district. Dr. Lampkin stated it is the district's first year offering online registration for parents. Dr. Lampkin acknowledged Jodi Cortez and Leslie Sanchez for getting all of the pieces in place and the student interns for assisting with the parent registration nights. This year 678 out of 1368 participated in online registration which accounts for 49.5% of our student body. This is great for our first year.

10.0 EMPLOYEE GROUPS BOARD REPORTS

- 10.1 Certificated Employees – Williams Teachers Association – No report.
- 10.2 Classified Employees – California School Employees Association Chapter #556 – No report.

11.0 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.

11.1 BOARD MINUTES – Request to approve Board minutes

11.1.1 July 18, 2019 (Regular Meeting)

11.1.2 July 22, 2019 (Special Meeting)

11.1.3 July 29, 2019 (Special Meeting)

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

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

11.3.1 Prepared by Toni Rivera, General Ledger Report and Bank Reconciliation Report, Williams Middle School Checking Account, May and June 2019.

11.4 SERVICE AGREEMENTS/CONTRACTS

11.4.1 Letter of Understanding Between the California Department of Fish and Wildlife and Williams Jr/Sr High School regarding receipt of Archery Equipment for Participation in the California National Archery in the Schools Program (CalNASP).

11.4.2 Change Order #112-99 R1 for Clark/Sullivan Construction for the Williams MP Building.

11.4.3 Change Order #118-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.4 Change Order #120-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.5 Change Order #121-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.6 Change Order #123-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.7 Change Order #300-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.8 Change Order #301-99 for Clark/Sullivan Construction for the Williams MP Building.

11.4.9 California State University CalState TEACH Program Memorandum of Understanding and Agreement to Provide Student Teacher Placements to University Students.

11.4.10 Reimbursement Agreement between the Regents of the University of California GEAR UP program and Williams Unified School District.

11.4.11 Advanced Collaborative Solutions Project Proposal/Contract for Short Cycle Assessment/Achievement Teams on August 17, 2019.

11.5 ROUTINE PURCHASE ORDERS

Purchase Order #	Vendor	Amount
BPO20-00023	Pacific Gas & Electric Company	\$ 66,800.00
BPO20-00057	Papa Murphy's/JRD Food Service	\$ 26,000.00
BPO20-00060	Crystal Creamery	\$ 60,000.00
BPO20-00061	The Danielsen Co	\$ 118,500.00
BPO20-00062	General Produce	\$ 48,000.00
BPO20-00063	Gold Star Foods Inc	\$ 110,500.00
BPO20-00068	Sysco Food Service	\$ 84,400.00
PO20-00058	Chatfield and Associates	\$ 34,500.00
PO20-00066	The Sobrato Family Foundation	\$ 110,000.00
PO20-00067	Tri County School Insurance Group	\$ 159,001.35

11.6 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	Junior Varsity Football Assistant Coach	Filled	Korey Steinke

11.7 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	Secondary Music Teacher	Filled	Idbin Acosta
Classified	Utility Technician/Bus Driver	Retirement	Harold Kessler
Classified	Utility Technician/Bus Driver	Open	
Classified	Custodian/Groundskeeper	Filled	Alan Hernandez pending clearances
Classified	ASES Paraeducator	Filled	Mire Welcome pending clearances

Confidential Management	District Liaison	Filled	Monica Vega-Mendoza
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11.8 **APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULE**

11.8.1 Revised 2019-2020 Williams Upper Elementary School Instructional Minutes

11.8.2 Revised 2019-2020 Williams Elementary Master Schedule

11.8.3 Revised 2019-2020 Williams Upper Elementary Master Schedule

11.8.4 Revised 2019-2020 Williams Jr/Sr High School Master Schedule

11.9 **APPROVE STUDENT HANDBOOKS**

11.9.1 None

11.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**

11.10.1 Updated 2019-20 Inter-District Transfer Lists

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

11.11.1 CSBA July 2019 Guide sheet

11.12 **APPROVE FIELD TRIP REQUESTS**

11.12.1 None

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

11.13.1 Sale and/or Disposal of Cafeteria Equipment

11.13.2 Destruction of Class 3 District Office Records

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

11.14.1 Williams Unified School District's Citizens' Bond Oversight Committee Members

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Consent Calendar. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - absent, Vaca – aye.**

12.0 **ACTION ITEMS – OLD 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.

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

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Internship Coordinator job description and salary placement. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - absent, Vaca – aye.**

13.0 **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.

13.1 Consideration and possible action concerning the approval of the IMReady Security and Incident Management Services agreement with Keenan & Associates, Option III Comprehensive Safety Security Plan.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the IMReady Security and Incident Management Services agreement with Keenan & Associates, Option III Comprehensive Safety Security Plan. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – aye.**

13.2 Consideration and possible action concerning the approval of the revised Warrant Orders form for the Colusa County Office of Education.

A **MOTION** was made by Yareli Mora and **SECONDED** by George W. Simmons to **APPROVE** the revised Warrant Orders form for the Colusa County Office of Education. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – aye.**

13.3 Consideration and possible action concerning the approval of **Resolution #03-081519: Authorized Signatures for District Bank Accounts.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** Resolution #03-081519: Authorized Signatures for District Bank Accounts. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by**

the following vote: Leos-Vera – absent, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – aye.

- 13.4 Consideration and possible action concerning the approval of **Resolution #04-081519: Resolution before the Governing Board of the Williams Unified School District to Approve Superintendent Edgar Lampkin as Authorized signatory for Purchase of Real Property at 1500 E street, Williams, CA.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE Resolution #04-081519: Resolution before the Governing Board of the Williams Unified School District to Approve Superintendent Edgar Lampkin as Authorized signatory for Purchase of Real Property at 1500 E street, Williams, CA. Motion passed. Ayes__3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – aye.**

- 13.5 Consideration and possible action concerning the approval of the agreement between Williams Unified School District and the Latino Film Institute Youth Cinema Project effective through June 30, 2021.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the agreement between Williams Unified School District and the Latino Film Institute Youth Cinema Project effective through June 30, 2021. **Motion passed. Ayes__3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons –aye, Stoots – absent, Vaca – aye.**

14.0 BOARD MEMBER COMMENTS

- 14.1 Board vice president George W. Simmons stated this Board packet brought a smile to his face. He is happy to see the Youth Cinema Project and archery programs brought to the district. All students can participate in archery and are trained by qualified instructors. Mr. Simmons thanked Mr. and Mrs. Stoots for their work with bringing the program to the district.
- 14.2 Board president Silvia Vaca thanked everyone for their presentations and hard work over the summer. This will be a great year of learning and she is looking forward to the collaboration.

15.0 DISCUSSION ITEMS

- 15.1 2019 CLSBA Unity Conference, October 3-6, 2019, Del Mar, CA

16.0 INFORMATIONAL ITEMS AND REPORTS

- 16.1 District Enrollment Report
16.2 Youth Cinema Project Stakeholders Report 2019

17.0 FUTURE MEETING DATES

- 17.1 September 12, 2019 (Regular)
17.2 October 17, 2019 (Regular)
17.3 November 21, 2019 (Regular)

Dr. Lampkin stated a Special Board meeting will be scheduled regarding Education Specifications at a later date.

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

- 18.1 Sufficiency or Insufficiency of Instructional Materials
18.2 Gann Limit
18.3 J-200 Report on Unaudited Actuals

19.0 CONVENE TO CLOSED SESSION II (9:16 PM)

Closed Session II will be held regarding the following matters:

- 19.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)
19.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
19.2.1 Certificated Employees – WTA

19.2.2 Classified Employees – CSEA Chapter #556

20.0 RECONVENE TO OPEN SESSION II (9:36 PM)

Action Taken During Closed Session II:

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

No Action Taken.

- 20.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
20.2.1 Certificated Employees – WTA
20.2.2 Classified Employees – CSEA Chapter #556

No Action Taken.

21.0 ADJOURNMENT (9:37 PM)

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the adjournment.
Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – aye.

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