

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

Thursday, September 12, 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 September 12, 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
Ana Leos-Vera, Member
Maryah Stoots, Member
- Administrative Staff: Dr. Edgar Lampkin, Superintendent
Amanda Zimmerman, Elementary Principal
Rosa Villasenor, SIG Coordinator/ELL Administrator
- ASB Representative: Substitute Paola Orduno
- Audience: Mechele Coombs, Vangelis Bolias, Tim Wright, Candice Bersola-Vallejos, Monica Vega-Mendoza,
- 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 George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the agenda with the amendment of tabling action item 12.11 to a future meeting. **Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, 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 ASES Coordinator Candice Bersola-Vallejos addressed the Board regarding the ASES after school program. Scholars held a food pantry competition to model the life skill of effort. The Kindergarten donated the most items and earned a pizza party. The ASES program was able to donate a total of 218 items. They plan to give the items to families in need. The ASES scholars also made signs for the High School Cross Country team and cheered for runners during their meet. The ASES staff met to discuss state requirements and compliance. Staff members were given an assignment of noting areas they are doing well in and areas of growth.
- 6.0 PUBLIC HEARING (6:37 PM)**
- 6.1 Resolution #05-091219: Sufficiency or Insufficiency of Instructional Materials
6.2 Resolution #06-091219: Gann Limit
- 7.0 CLOSE PUBLIC HEARING (6:38 PM)**
- 8.0 PRESENTATIONS**
- 8.1 Williams Secondary School substitute ASB Representative, Paola Orduno addressed the Board and stated volleyball, football, cross-country and cheer are going on. The Rice Bowl football game is this Friday. There will be a rally at the football field on Friday for 7-12 students. The Homecoming theme will be decided at the next ASB meeting on September 23rd. There will be a Color Run on September 21st. Cheerleaders will be selling

spirit gear at football games. There is a new club on campus for 7th and 8th grade students called Club Live. It is a Jr. High version of Friday Night Live for student bonding and events.

- 8.2 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. addressed the Board and shared a PowerPoint with pictures of the Elementary construction. Michael Flores of Clark/Sullivan detailed for the Board where the construction contingency funds were spent. The play courts, water table, soil issues, and additional work requested by the City at the four-way stop contributed to the use of funds thus far. Tonight they are asking to increase the contingency fund again an additional \$300,000. There is still about \$5 million worth of work on the Multipurpose building to complete.

Trustee Maryah Stoots commended the construction crew for being mindful of the parking lot traffic and noise level. She is very impressed with their work.

9.0 ADMINISTRATOR'S REPORTS

- 9.1 Elementary School Principal, Amanda Zimmerman stated enrollment is up at the Elementary with several new Transitional Kindergarten students. The site met with Loan Moscorro to schedule out their Achievement Data Team process for the year. Sparkles have been aligned to PBIS. Back to School Night was a success. The PTO donated food and the Williams Fire Department brought their BBQ to cook for everyone. It was a great event.

Trustee Stoots asked for an update on the Dual Immersion program at next month's Board meeting.

- 9.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor distributed a handout and stated she attended a Migrant Education debriefing meeting for the Summer Academies. She wanted to give kudos to Veronica Solis, Candice Bersola-Vallejos and Michelle Jorge for their work over the summer. Mrs. Villaseñor has been cross referencing the list of EL students for data reporting. A conference call with the California Department of Education was held regarding SIG expenditures. This is the second to the last year of the SIG grant and the district is looking at the sustainability of grant funded services.

Dr. Lampkin stated the SEAL coaches are the sustainability of the SEAL program.

Mrs. Villaseñor provided ELPAC results by grade level. Students will field test the online version of the ELPAC test.

Trustee George W. Simmons questioned the amount of supply money given to teachers from the SIG.

Principal Amanda Zimmerman stated all Elementary teachers receive \$300/year to use from site lottery funds. Dual Immersion teachers receive an extra \$100 from the SIG and new teachers also receive an extra \$100 from the SIG.

Dr. Lampkin stated this is more supply money than the teachers have ever received.

Trustee Stoots requested at the next Board meeting to hear the steps taken to have an EL student pass the ELPAC test.

Board president Silvia Vaca stated that even larger districts don't have the supply budget that our teachers receive.

- 9.3 Upper Elementary School Principal, Hector Gonzalez submitted a written report.

- 9.4 Secondary School Principal, Dr. Mary Ponce submitted a written report.

- 9.5 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report and stated he attended the Thomas Built training in Nevada. Next year he would like to send a mechanic. Mr. Wright questioned the Board's stance on food in the classroom.

Dr. Lampkin stated Mr. Wright needs to follow the proper protocols and meet with the Jr/Sr High Principal first to discuss and address the matter.

- 9.6 Technology Director, Vangelis Bolias submitted a written report and stated 50 secondary students have been identified to receive hot spots to use at home for education purposes. To meet E-rate requirements Mr. Bolias met with the admin team to discuss the Child Internet Protection Act (CIPA). There is annual student training that must be done on internet safety and etiquette. Mr. Bolias demonstrated how students log in to a HP Chromebook. Mr. Bolias stated within a 24-hour period there are 1400-1500 devices connected within our district.
- 9.6 Food and Nutrition Director, Kristi Ward submitted a written report and stated outstanding balances are up to \$3500. There are 175 outstanding meal applications district wide. They have implemented the Fruit and Vegetable grant at the Elementary School, which includes nutrition education.

Trustee Stoots questioned what time period students receive the snack for the grant.

Mrs. Ward stated Elementary teachers distribute the snack prior to the 1:00 p.m. recess.

- 9.7 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated the district books are closed. District auditors will be on site on September 25th and 26th. She will then focus on preparing the First Interim report. District office staff is working on updating the Employee Portal in ESCAPE so that employees may monitor their leaves and view their paychecks.
- 9.8 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin submitted a written report.

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 August 6, 2019 (Special Meeting)
- 11.1.2 August 15, 2019 (Regular 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, July 2019.
- 11.3.2 Prepared by Lucila Mendez, General Ledger Report and Bank Reconciliation Report, Williams High School Checking Account, July 2019.
- 11.4 **SERVICE AGREEMENTS/CONTRACTS**
- 11.4.1 Teams Rise Together Quote for Williams Upper Elementary School Swimming Program Fall 2019.
- 11.4.2 James Marta & Company LLP Agreed Upon Procedures Engagement Letter.
- 11.4.3 Change Order #114-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.4 Change Order #115-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.5 Change Order #116-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.6 Change Order #124-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.7 Change Order #127-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.8 Change Order #122-99 for Clark/Sullivan Construction for the Williams MP Building.
- 11.4.9 Agreement with the Colusa County Office of Education for School Improvement Grant implementation, refinement of program evaluation, monitoring and technical assistance for SY 2019-2020.
- 11.4.10 Contract for Services between Veronica Robbins and Williams Unified School District for grant seeking and writing services through June 30, 2020.
- 11.4.11 Contract for Services between Veronica Robbins and Williams Unified School District for evaluation services for the ASSETs program for Williams Jr/Sr High School through December 31, 2021.
- 11.4.12 Modified Clinical Technique Vision Screening Contract with Dr. Robert Hoffman for SY 2019-20.
- 11.4.13 Standard Agreement to Furnish Food Service between a Child and Adult Care Food Program Agency and a Food Service Vendor for the ASES Supper Program beginning October 2019.
- 11.5 **ROUTINE PURCHASE ORDERS**
- 11.5.1 None

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	7 th Grade Volleyball Coach	Filled	Kevin Askeland
Extra Duty	8 th Grade Volleyball Coach	Filled	Tanner Bloom
Extra Duty	7 th Grade Girls Basketball Coach	Filled	Kevin Askeland
Extra Duty	8 th Grade Girls Basketball Coach	Filled	Darren Robinson
Extra Duty	8 th Grade Boys Basketball Coach	Filled	Tony Hermann
Extra Duty	Jr High Boys Soccer Coach	Filled	Francisca Duenas
Extra Duty	Jr High Girls Soccer Coach	Filled	Francisca Duenas
Extra Duty	7 th Grade Boys Basketball Coach	Open	

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	Health Specialist	Open	
Classified	Utility Technician/Bus Driver	Open	
Classified	ASES Paraeducator	Open	
Classified	Student Supervisor	Resignation	Juanita Ramirez
Confidential Management	Internship Coordinator	Filled	Estefania Guillen Aceves

11.8 APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULE

11.8.1 None

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 None

11.12 APPROVE FIELD TRIP REQUESTS

11.12.1 None

11.13 APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

11.13.1 None

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the Consent Calendar. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.0 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.

12.1 Consideration and possible action concerning the approval of the School Facility Conditions Evaluation Report developed by the Office of Public School Construction and approved by the State Allocation Board, SY 2019-2020.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the School Facility Conditions Evaluation Report developed by the Office of Public School Construction and approved by the State Allocation Board, SY 2019-2020. **Motion passed. Ayes 4 Noes 0 Absent 1 by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.2 Consideration and possible action concerning the approval of **Resolution #05-091219: Sufficiency or Insufficiency of Instructional Materials.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by George W. Simmons to **APPROVE Resolution #05-091219: Sufficiency or Insufficiency of Instructional Materials. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.3 Consideration and possible action concerning the approval of **Resolution #06-091219: Gann Limit.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE Resolution #06-091219: Gann Limit. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.4 Consideration and possible action concerning the approval of **Resolution #07-091219: District Budget Reclassifications.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE Resolution #07-091219: District Budget Reclassifications. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.5 Consideration and possible action concerning the approval of **Resolution #08-091219: Resolution to Teach, Title 5 80005, Education Code 44263 and 44865, Assignments Outside Credential Authorization 2019-2020 School Year.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by George W. Simmons to **APPROVE Resolution #08-091219: Resolution to Teach, Title 5 80005, Education Code 44263 and 44865, Assignments Outside Credential Authorization 2019-2020 School Year. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.6 Consideration and possible action concerning the approval of the J-200 Report on the Unaudited Actuals for the 2018-2019 Fiscal Year.

Director of Fiscal Services and Accountability Mechele Coombs shared a PowerPoint presentation regarding the Unaudited Actuals for 2019-2019.

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE the J-200 Report on the Unaudited Actuals for the 2018-2019 Fiscal Year. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.7 Consideration and possible action concerning the approval of the Memorandum of Understanding between Colusa Unified School District and Williams Unified School District and Maxwell Unified School District to procure registered nurse services for the 2019-2020 school year.

A **MOTION** was made by Maryah Stoots and **SECONDED** by Ana Leos-Vera to **APPROVE the Memorandum of Understanding between Colusa Unified School District and Williams Unified School District and Maxwell Unified School District to procure registered nurse services for the 2019-2020 school year. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.8 Consideration and possible action concerning the approval of the Written Requisition #1 for Disbursements from the Project Fund.

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE the Written Requisition #1 for Disbursements from the Project Fund. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

12.9 Consideration and possible action concerning the approval of the Amendment No. 2 to Lease-Leaseback Documents between Williams Unified School District and Clark/Sullivan Construction for the Williams Elementary Multipurpose Construction Project.

A **MOTION** was made by Silvia Vaca and **SECONDED** by George W. Simmons to **APPROVE the Amendment No. 2 to Lease-Leaseback Documents between Williams Unified School District and Clark/Sullivan Construction for the Williams Elementary Multipurpose Construction Project. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by**

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

- 12.10 Consideration and possible action concerning the approval of the **Resolution No. 09-091219: Approving Purchase Agreement and Final Acceptance of Real Property for the Proposed District Office and Potential Future School Site.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE** the **Resolution No. 09-091219: Approving Purchase Agreement and Final Acceptance of Real Property for the Proposed District Office and Potential Future School Site. Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

- 12.11 Consideration and possible action concerning the approval of the Health Aide/Clerk job description and salary placement.

Item 12.11 was tabled during approval of the agenda.

- 12.12 Consideration and possible action concerning the approval of the application for exemption from the required expenditures for classroom teachers' salaries pursuant to Education Code Section 41372.

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE** the application for exemption from the required expenditures for classroom teachers' salaries pursuant to Education Code Section 41372. **Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, Vaca – aye.**

13.0 BOARD MEMBER COMMENTS

- 13.1 Trustee Maryah Stoots provided comments on the following items:
- Parents would like an easier transition for students going from 6th grade to 7th grade.
 - Jr/Sr High School teachers are asking students to use their personal phones when computers are not working.
 - The amount of screen time each day K-12.
 - The cleanliness of the campus is an area of concern. Teachers must be accountable for classroom management but we need to look at what other districts are doing for MOT staffing. There is dead grass on every Williams campus. If we compare our campus to Arbuckle, they have clean classrooms and green grass. We need to assess the MOT department staffing.
 - Back to School Night should be focused on preparing parents how to support their children and about providing resources to parents.
- 13.2 Trustee George W. Simmons stated when he worked for the district the cement walkways were clean every day and the trashcans were empty. There is food everywhere on campus now.
- 13.3 Board president Silvia Vaca gave kudos to everyone and stating we have come a long way. She noted lots of improvements.

14.0 DISCUSSION ITEMS

- 14.1 Board policy 3290: Gifts, Grants and Bequests

Trustee Simmons stated the district received a gift of \$5,000.

15.0 INFORMATIONAL ITEMS AND REPORTS

- 15.1 District Enrollment Report
 15.2 District Discipline Report
 15.3 Rex Despain – Bond Survey

Mr. Despain provided a handout to the Board of the bond survey results. The results represent 14% of the registered voters in the district and came back with a 70% approval rating. Mr. Despain recommends further exploration with stakeholders to research tax tolerances.

16.0 CORRESPONDENCE

- 16.1 Memorandum from the California School Boards Association regarding Call for Nominations for CSBA Directors-at Large African American, American Indian, and County.
- 16.2 Letter from the Colusa County Office of Education regarding approval of the 18-19 LCAP and Budget.

17.0 FUTURE MEETING DATES

- 17.1 October 17, 2019 (Regular)
- 17.2 October 22, 2019 (Special) - LCAP Board president Vaca will not be present for the 10/22 Special meeting.
- 17.3 November 21, 2019 (Regular)
- 17.4 December 12, 2019 (Regular)

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

- 18.1 None

19.0 CONVENE TO CLOSED SESSION (8:44 PM)

Closed Session 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 (9:49 PM)

Action Taken During Closed Session:

- 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 (9:51 PM)

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the adjournment.
Motion passed. Ayes __4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – aye, Mora – absent, GW Simmons – aye, Stoots - aye, 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