



- 9.3.1 (p. 46) Prepared by Toni Rivera, General Ledger Report and Bank Reconciliation Report, Williams Middle School Checking Account, November 2019.
- 9.4 **SERVICE AGREEMENTS/CONTRACTS**
- 9.4.1 (p. 48) Change Order #137-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.2 (p. 53) Change Order #138-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.3 (p. 60) Professional Services Agreement with SchoolWorks, Inc. for a Level 1 Developer Fee Justification Study.
- 9.4.4 (p. 63) Amendment #1 to 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.
- 9.4.5 (p. 65) Agreement with Royal King Academy/Rojelio Viramontez for music and dance instruction for the students of Williams Elementary and Williams Upper Elementary Schools, January 13, 2020 – January 23, 2020.
- 9.5 **ROUTINE PURCHASE ORDERS**
- 9.5.1 None
- 9.6 (p. 69) **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
Substitutes	Updated Classified Substitute Employee List 2019-2020		
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	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	Health Specialist	Open	
Classified	Health Clerk	Open	
Classified	ASES Paraeducator	Resignation	Mire Welcome
Classified	Student Supervisor	Resignation	Miriam Ornelas
Variable Service Agreement	Chinese and Mandarin After School Enrichment	Filled	Mire Welcome
Variable Service Agreement	Maintenance and Operations Coaching	Filled	Matthew Juchniewicz

- 9.8 **APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULES**
- 9.8.1 None
- 9.9 **APPROVE STUDENT HANDBOOKS**
- 9.9.1 None
- 9.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**
- 9.10.1 (p. 70) Updated 2019-20 Inter-District Transfer List
- 9.11 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E) AND BOARD BYLAWS (BB)**
- 9.11.1 (p. 76) CSBA December 2019 Policy Guide Sheet
- 9.11.2 (p. 80) Revised AR 4161.1 Personal Illness/Injury Leave
- 9.11.3 (p. 87) Revised AR 4261.1 Personal Illness/Injury Leave
- 9.12 **APPROVE FIELD TRIP REQUESTS**
- 9.12.1 None
- 9.13 **APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**
- 9.13.1 None
- 9.14 **ACCEPTANCE OF DONATIONS**
- 9.14.1 None

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_  
 Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

**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 (p. 94) Consideration and possible action concerning the approval of the Written Requisition #2 for Disbursements from the Project Fund.

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_  
 Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

10.2 (p. 97) Consideration and possible action concerning the approval of the application of Rojana Turner to fill the vacant seat for the Williams Parks and Recreation Commission.

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_  
 Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

10.3 (p. 100) Consideration and possible action concerning the approval of **Resolution #14-011620: Resolution Authorizing the Superintendent or Designee to make application for and to sign certain assurances with respect to applications for local, state and federal programs, projects or grants.**

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_  
 Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

10.4 (p. 101) Consideration and possible action concerning the approval of the proposed changes to Board Policy 6146.1 and Exhibit 6146.1 regarding course modifications to the 7<sup>th</sup> and 9<sup>th</sup> Grade Wheel.

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_  
 Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

**11.0 BOARD MEMBER COMMENTS**

**12.0 DISCUSSION ITEMS**

- 12.1 (p. 104) 2020-2021 Attendance Calendar
- 12.2 (p. 105) 2021-2022 Attendance Calendar
- 12.3 (p. 106) 2020-2021 Board Meeting Calendar

**13.0 INFORMATIONAL ITEMS AND REPORTS**

- 13.1 (p. 107) District Enrollment Report
- 13.2 (p. 108) District Discipline Distribution
- 13.3 (p. 109) Williams Uniform Complaint Quarterly Report from October - December, 2019
- 13.4 The Internal Revenue Service mileage reimbursement rate for 2020 is 57.5 cents per mile. Down from 58 cents per mile in 2019.
- 13.5 (p. 111) CALPADS Fall 1 Reports

**14.0 CORRESPONDENCE**

- 14.1 (p. 115) Letter from the Colusa County Office of Education regarding Williams Unified School District's Eligibility for Differentiated Assistance.

**15.0 FUTURE MEETING DATES**

- 15.1 January 21, 2020 (Special – Data and Information)
- 15.2 February 20, 2020 (Regular)
- 15.3 February 25, 2020 (Special – Board Self-Evaluation)

- 15.4 March 12, 2020 (Regular)  
 15.5 April 23, 2020 (Regular)

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

- 16.1 Acceptance of donations for the Posada.

**17.0 CONVENE TO CLOSED SESSION TIME: \_\_\_\_ 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 TIME: \_\_\_\_ PM**  
**Action Taken During Closed Session:**

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

**Action** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Ayes** \_\_\_\_\_ **Noes** \_\_\_\_\_  
**Roll Call:** **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

- 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

**Action** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Ayes** \_\_\_\_\_ **Noes** \_\_\_\_\_  
**Roll Call:** **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

**19.0 ADJOURNMENT TIME: \_\_\_\_ PM**

**Action** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_ **Ayes** \_\_\_\_\_ **Noes** \_\_\_\_\_  
**Roll Call:** **Abstain** \_\_\_\_\_ **Absent** \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Lopez ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

*Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the Williams Unified School District encourages those with disabilities to participate fully in the public meeting process. If you require disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting, you should notify the Superintendent's office in writing prior to the regular meeting so that every reasonable effort can be made to accommodate you.*

**Agenda Documents:** As required in SB 343, agenda documents distributed to the Board less than 72 hours before the meeting are available for public inspection at the Williams Unified School District Office located at 499 Marguerite Street, Suite C, Williams, California.  
 THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE Thursday, February 20, 2020 AT 6:30 PM.

Posted: January 9, 2020

## DISTRITO ESCOLAR UNIFICADO DE WILLIAMS

### REUNIÓN REGULAR DEL CONSEJO DIRECTIVO

Reunión Regular, jueves 16 de enero de 2020 a las 6:30 p.m.

**Centro Universitario y Profesional**

260 Eleventh Street, Williams, CA

### AGENDA

**1.0**      LLAMADO AL ORDEN                      HORA: \_\_\_\_ P.M.

**2.0**      LISTA DE ASISTENTES

**3.0**      JURAMENTO DE LEALTAD

**4.0**      APROBACIÓN DE LA AGENDA

Acción _____	Moción _____	Apoyada _____	Sí _____	No _____
Lista de asistentes:			Abstuvo _____	Ausente _____
Leos-Vera <input type="checkbox"/> sí <input type="checkbox"/> no / López <input type="checkbox"/> sí <input type="checkbox"/> no / Mora <input type="checkbox"/> sí <input type="checkbox"/> no / GW Simmons <input type="checkbox"/> sí <input type="checkbox"/> no / Vaca <input type="checkbox"/> sí <input type="checkbox"/> no				

**5.0**      DISCUSIÓN PÚBLICA DE AUDIENCIA/VISITANTES - Cualquiera que desee dirigirse al Consejo Directivo sobre cualquier artículo relacionado a la escuela que no esté programado en esta agenda pero esté dentro de la jurisdicción del Consejo Directivo puede hacerlo en éste momento. Por favor diga su nombre y apellido. La reunión está siendo grabada y todos los comentarios están siendo registrados. El Consejo Directivo limita por norma a 3 minutos de exposición por persona y 20 minutos por artículo.

**6.0**      PRESENTACIONES

- 6.1      Actualización de construcción – Jeff Threet de Stone Creek Engineering, Inc.
- 6.2      Representante de ASB de la Escuela Secundaria Williams.

**7.0**      REPORTES DEL CONSEJO DIRECTIVO

- 7.1 (p. 10) Amanda Zimmerman, Directora de la Escuela Primaria.
- 7.2 (p. 11) Rosa Villaseñor, Coordinadora de SIG/Administradora de ELL.
- 7.3 (p. 14) Mónica Vega-Mendoza, Contacto del Distrito.
- 7.4 (p. 16) Héctor González, Director de la Escuela Primaria Superior.
- 7.5 (p. 18) Dr. Mary Ponce, Directora de la Escuela Secundaria.
- 7.6 (p. 20) Estefania Guillen Aceves, Coordinadora de Pasantías.
- 7.7 (p. 22) Tim Wright, Director de Transporte, Operaciones y Mantenimiento.
- 7.8 (p. 24) Vangelis Bolias, Director de Tecnología.
- 7.9 (p. 27) Kristi Ward, Directora de Nutrición y Alimentos.
- 7.10 (p. 28) Mechele Coombs, Directora de Servicios Fiscales y de Rendición de Cuentas.
- 7.11 (p. 29) Dr. Edgar Lampkin, Superintendente del Distrito y Secretario del Consejo Directivo.

**8.0**      REPORTES DEL CONSEJO DIRECTIVO DE GRUPOS DE EMPLEADOS.

- 8.1      Empleados Certificados – Asociación de Maestros de Williams.
- 8.2      Empleados Clasificados - Asociación de Empleados Escolares de California, Capítulo #556.

**9.0**      ARTÍCULOS DE ACCIÓN – CALENDARIO DE CONSENTIMIENTO – Ciertos artículos, los cuales requieren de la revisión y aprobación del Consejo Directivo, son rutinarios puesto que no necesitan explicación, no son controversiales, o repetitivos. Estos artículos recomendados están agrupados como artículos de consentimiento para aprobación automática una vez que la Presidente del Consejo Directivo determina que no hay ningún pedido de separar los artículos para su consideración independiente.

- 9.1      **ACTA DEL CONSEJO DIRECTIVO** – Pedido de aprobación del acta del Consejo Directivo.
  - 9.1.1 (p. 33) 9 de diciembre de 2019 (Especial).
  - 9.1.2 (p. 35) 13 de diciembre de 2019 (Regular).

- 9.2 (p. 42) **CUENTAS/AUTORIZACIONES** – Pedido de aprobación de la lista de autorizaciones, nómina variable especial (V. Wright).
- 9.3 **RESÚMENES DE CUENTAS MENSUALES** – Solicitud de aprobación de resúmenes de cuentas mensuales.  
9.3.1 (p. 46) Informe de conciliación bancaria de la cuenta de cheques de la Escuela Intermedia Williams preparado por Toni Rivera, noviembre de 2019.
- 9.4 **CONTRATOS/ACUERDOS DE SERVICIOS.**  
9.4.1 (p. 48) Cambio de la orden #137-99 de Construcción Clark/Sullivan para el Edificio Multiuso Williams.  
9.4.2 (p. 53) Cambio de la orden #138-99 de Construcción Clark/Sullivan para el Edificio Multiuso Williams.  
9.4.3 (p. 60) Acuerdo de servicios profesionales con SchoolWorks, Inc. para Nivel 1, Estudio para Justificar el Arancel del Desarrollador.  
9.4.4 (p. 63) Enmienda #1 del memorándum de entendimiento entre el Distrito Escolar Unificado de Colusa, el Distrito Escolar Unificado de Williams y el Distrito Escolar Unificado de Maxwell para conseguir servicios de enfermeras/os matriculados para el año escolar 2019-2020.  
9.4.5 (p. 65) Acuerdo con la Academia Royal King/Rojelio Viramontez para ofrecer instrucción de música y danza a los estudiantes de la Escuela Primaria Williams y la Escuela Primaria Superior Williams del 13 de enero de 2020 al 23 de enero de 2020.
- 9.5 **ÓRDENES DE COMPRA DE RUTINA**  
9.5.1 Ninguna.
- 9.6 (p. 69) **APROBACIÓN DE LOS REPORTES DE DEBER ADICIONAL / VOLUNTARIOS / PERSONAL ESTUDIANTIL** - Pedido de aprobación de artículos del personal relacionados a reportes del Personal de Deber Adicional, Voluntarios y Estudiantil (R. Cranford).

Clasificación	Posición	Estatus	Nombre
Sustitutos	Lista actualizada de empleados sustitutos clasificados 2019-2020		
Grupo sustituto	Custodio/Asistente de Cocina/Supervisor de Estudiantes	Vacante	

- 9.7 **APROBACIÓN DEL REPORTE DEL PERSONAL CERTIFICADO / CLASIFICADO / CONFIDENCIAL** – Pedido de aprobación de artículos del personal relacionados a reportes del personal Certificado, Clasificado y Confidencial (R. Cranford).

Clasificación	Posición	Estatus	Nombre
Certificada	Especialista en Salud	Vacante	
Clasificado	Secretario de Salud	Vacante	
Clasificado	Maestro Auxiliar de ASES	Renuncia	Mire Welcome
Clasificado	Supervisor de Estudiantes	Renuncia	Miriam Ornelas
Acuerdo de servicio variable	Enriquecimiento chino y mandarín después de la escuela	Ocupada	Mire Welcome
Acuerdo de servicio variable	Mantenimiento y Coaching de Operaciones	Ocupada	Matthew Juchniewicz

- 9.8 **APROBACIÓN DE MINUTOS DE INSTRUCCIÓN / CRONOGRAMAS DE CLASE / CRONOGRAMAS MAESTROS.**  
9.8.1 Ninguno.
- 9.9 **APROBACIÓN DE GUÍAS DEL ESTUDIANTE**  
9.9.1 Ninguna.
- 9.10 **APROBACIÓN DE PEDIDOS DE TRANSFERENCIAS ENTRE DISTRITOS**  
9.10.1 (p. 70) Lista actualizada de transferencias entre Distritos de 2019-20.
- 9.11 **APROBACIÓN DE POLÍTICAS DEL CONSEJO DIRECTIVO (PCD), REGLAMENTOS ADMINISTRATIVOS (RA), DOCUMENTOS (D) Y NORMAS DEL CONSEJO DIRECTIVO (NCD)**  
9.11.1 (p. 76) Hoja guía de la política de CSBA, diciembre de 2019.  
9.11.2 (p. 80) RA 4161.1 revisada, licencia del personal por enfermedad/lesión.  
9.11.3 (p. 87) RA 4261.1 revisada, licencia del personal por enfermedad/lesión.
- 9.12 **APROBACIÓN DE PEDIDOS DE VIAJES DE ESTUDIO**  
9.12.1 Ninguno.

9.13 **APROBACIÓN DE DESECHO DE LIBROS, EQUIPAMIENTO Y SUMINISTROS**

9.13.1 Ninguno.

9.14 **ACEPTACIÓN DE DONACIONES**

9.14.1 Ninguno.

**Acción** \_\_\_\_\_ **Moción** \_\_\_\_\_ **Apoyada** \_\_\_\_\_ **Sí** \_\_\_\_\_ **No** \_\_\_\_\_  
**Lista de asistentes:** **Abstuvo** \_\_\_\_\_ **Ausente** \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

**10.0**

**ARTÍCULOS DE ACCIÓN - ASUNTOS NUEVOS** - El protocolo para los artículos de acción incluye una presentación del personal, preguntas del Consejo Directivo, contribución del público, cierre de la contribución del público, deliberación del Consejo Directivo, y votación del Consejo Directivo. Durante la contribución del público habrá un tiempo límite de 3 minutos por persona.

10.1 (p. 94) Consideración y posible acción respecto a la aprobación de la Solicitud Escrita #2 para desembolsos del Fondo de Proyectos.

**Acción** \_\_\_\_\_ **Moción** \_\_\_\_\_ **Apoyada** \_\_\_\_\_ **Sí** \_\_\_\_\_ **No** \_\_\_\_\_  
**Lista de asistentes:** **Abstuvo** \_\_\_\_\_ **Ausente** \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

10.2 (p. 97) Consideración y posible acción con respecto a la aprobación de la solicitud de Rojana Turner para ocupa el puesto vacante para la Comisión de Parques y Recreación de Williams.

**Acción** \_\_\_\_\_ **Moción** \_\_\_\_\_ **Apoyada** \_\_\_\_\_ **Sí** \_\_\_\_\_ **No** \_\_\_\_\_  
**Lista de asistentes:** **Abstuvo** \_\_\_\_\_ **Ausente** \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

10.3 (p. 100) Consideración y posible acción con respecto a la aprobación de la **Resolución # 14-011620: Resolución que autoriza al Superintendente o persona designada a presentar una solicitud y firmar Cierta garantías con respecto a las solicitudes para programas, proyectos o subvenciones locales, estatales y federales.**

**Acción** \_\_\_\_\_ **Moción** \_\_\_\_\_ **Apoyada** \_\_\_\_\_ **Sí** \_\_\_\_\_ **No** \_\_\_\_\_  
**Lista de asistentes:** **Abstuvo** \_\_\_\_\_ **Ausente** \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

10.4 (p. 101) Consideración y posible acción con respecto a la aprobación de los cambios propuestos a la Política de la Junta 6146.1 y la Prueba documental 6146.1 con respecto a las modificaciones del curso a la rueda de 7º y 9º grado.

**Acción** \_\_\_\_\_ **Moción** \_\_\_\_\_ **Apoyada** \_\_\_\_\_ **Sí** \_\_\_\_\_ **No** \_\_\_\_\_  
**Lista de asistentes:** **Abstuvo** \_\_\_\_\_ **Ausente** \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

**11.0**

**COMENTARIOS DE LOS MIEMBROS DEL CONSEJO DIRECTIVO**

**12.0**

**ARTÍCULOS DE DISCUSIÓN**

12.1 (p. 104) Calendario de asistencia 2020-2021

12.2 (p. 105) Calendario de asistencia 2021-2022

12.3 (p. 106) Calendario de reuniones de la Junta 2020-2021

**13.0**

**ARTÍCULOS INFORMATIVOS Y REPORTES**

13.1 (p. 107) Reporte de inscripción del Distrito.

13.2 (p. 108) Reporte de disciplina del Distrito.

13.3 (p. 109) Reporte trimestral de los procedimientos uniformes de reclamos de Williams de octubre a diciembre de 2019.

13.4 La tasa de reembolso de millas del Servicio de Impuestos Internos para 2020 es de 57.5 centavos por milla. Abajo desde 58 centavos por milla en 2019.

13.5 (p. 111) CALPADS Fall 1 Informes

**14.0 CORRESPONDENCIA**

14.1 (p. 115) Carta de la Oficina de Educación del Condado de Colusa sobre el Distrito Escolar Unificado de Williams Elegibilidad para asistencia diferenciada.

**15.0 FECHAS DE PRÓXIMAS REUNIONES**

- 15.1 21 de enero de 2020 (Especial – Datos e información).
- 15.2 20 de febrero de 2020 (Regular).
- 15.3 25 de febrero de 2020 (Especial – Autoevaluación del Consejo Directivo).
- 15.4 12 de marzo de 2020 (Regular).
- 15.5 23 de abril de 2020 (Regular).

**16.0 AGENDA PENDIENTE – Éste es el momento de agregar futuros artículos a la agenda pendiente.**

16.1 Donación de alimentos y juguetes de Posada.

**17.0 CONVOCATORIA A UNA SESIÓN CERRADA HORA: \_\_\_\_ P.M.  
En la Sesión Cerrada se tratarán los siguientes temas:**

- 17.1 Disciplina/Despido/Suspensión de Empleado Público (Código de Gobierno 54957).
- 17.2 Conferencia con el Negociador Laboral (Código de Gobierno 54957.6).  
Superintendente Dr. Edgar Lampkin, Directora de Servicios Fiscales Mechele Coombs y Representación Legal.
  - 17.2.1 Empleados Certificados – WTA.
  - 17.2.2 Empleados Clasificados – CSEA Capítulo #556.

**18.0 REANUDAR LA SESIÓN ABIERTA HORA: \_\_\_\_ P.M.  
Medida tomada durante la sesión cerrada:**

18.1 Disciplina/Despido/Suspensión de Empleado Público (Código de Gobierno 54957).

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

18.2 Conferencia con Negociadores Laborales (Código de Gobierno 54957.6).  
Superintendente Dr. Edgar Lampkin, Directora de Servicios Fiscales Mechele Coombs y Representación Legal.
 

- 18.2.1 Empleados Certificados – WTA.
- 18.2.2 Empleados Clasificados – CSEA Capítulo #556.

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

**19.0 SUSPENSIÓN HORA: \_\_\_\_ P.M.**

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ sí ☐ no / López ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

*El Distrito Escolar Unificado de Williams, sirviendo a Individuos con Necesidades Especiales en conformidad con la ley para estadounidenses con discapacidades, alienta a aquellos con discapacidades a participar plenamente del proceso de reunión pública. Si usted necesita acomodaciones o modificaciones relacionadas a su discapacidad, incluyendo asistencia y servicios auxiliares para poder participar en la reunión del Consejo Directivo, debe notificar por escrito a la oficina del Superintendente antes de la reunión regular para poder llevar a cabo todo esfuerzo razonable para acomodar sus necesidades.*



*Documentos de la agenda: Según lo establecido en SB 343, los documentos de la agenda distribuidos al Consejo Directivo con menos de 72 horas antes de la reunión estarán disponibles para inspección pública en la Oficina del Distrito Escolar Unificado de Williams ubicado en 499 Marguerite Street, Suite C, Williams, California.*

**LA PRÓXIMA REUNIÓN PROGRAMADA DEL CONSEJO DIRECTIVO SERÁ el jueves 20 de febrero de 2020 a las 6:30 P.M.**

Publicado: 9 de enero de 2020.



**Williams Elementary School**  
Amanda Zimmerman, Principal

### Enrollment

Grade	Students Enrolled	Average Class Size
TK	18	18 Students
Kindergarten	98	21.7 Students
1 <sup>st</sup> Grade	97	21.5 Students
2 <sup>nd</sup> Grade	89	22.25 Students
3 <sup>rd</sup> Grade	96	19.2 Students
<b>Total</b>	<b>398</b>	<b>22.05 Students</b>

### Literacy under the lights:

Williams Elementary hosted our first ever school-wide literacy event on December 12<sup>th</sup> called Literacy under the Lights. Family joined us in Pajamas for hot chocolate and a variety of literacy events. Santa made an appearance and every child who attended took a picture with him and received a book! We gave out over 80 books to students. A huge thank you to Candice Bersola-Vallejos for organizing the event. We also want to thank Mike West and the Colusa County Office of Education for joining us and running a footsteps to brilliance activity.

### Upcoming Events:

Event	Date
SEAL Module 5 training	1/14/20 – 1/15/20
SEAL unit development day (Kindergarten)	1/16/20
English Learners Training	1/16/20
SEAL unit development day (1 <sup>st</sup> grade)	1/17/20
SEAL unit development day (2 <sup>nd</sup> grade)	1/21/20
SEAL unit development day (3 <sup>rd</sup> grade)	1/24/20

WUSD Board Report  
January 16, 2020  
District SIG / English Learner Administrator

7.2

**Migrant Education**

Summer Program

The Summer Academies Principal position has been posted and closes on January 17, 2020. Paper screening and interviews are tentatively scheduled for January 21-31, 2020. Initial contacts have been made with partnering agencies to begin dialogue for developing Memorandums of Understanding for use of Education Village facilities (7-12) and Food Service (TK-12).

The Academies calendar has been modified to address the change in dates for the Colusa County Fair and Woodland Community College (WCC) Summer sessions which have been pushed back a week. The new proposed start date of June 15 will allow students to participate without having conflicts.

The next 7-12 Academy planning meeting will be January 30, 2020. Course recommendation dialogue is continuing with the intent to have a final recommendation ready for the January 30<sup>th</sup> meeting.

**School Improvement Grant**

January 17, 2020	Quarter 2 Budget Revision Due
January 31, 2020	Quarter 2 Expenditure Report Due

**District English Learner Administration**

The outcomes of the LCAP Actions and Services prioritization will be presented to all the District Parent Advisory committees. This will also be the opportunity for parents to provide input on new Actions and Services for the next LCAP. Parents will be walked through the process of analyzing the proposed new Actions and Services and if they are aligned to the district Performance Indicator Review (PIR) Plan and the English Learner Roadmap.

Attendance

Attached is a summary of the district's standing on the State Chronic Absenteeism Dashboard Indicator for the previous two years and the 5x5 grid that is used to determine the assigned color. This information was presented at the District Organizational Leadership Team meeting on January 7, 2020. This data will be incorporated into the review of our Attendance Protocols and Procedures.

Respectfully submitted  
Rosa M. Meza Villasenor

### Chronic Absenteeism Data 2017-2018

Site	Grade Span	# of Students	Status		Change	
			Color	Percent	Direction	Degree
WUSD	K-8	1016	Orange	9.7	Increase	3.20%
Socio-Economicly Disadvantaged		943	Orange	9.40%	Increase	3.20%
Hispanic		957	Orange	9.20%	Increase	3.50%
Students with Disabilities		116	Orange	13.80%	Increase	3.20%
English Learners		623	Orange	9.00%	Increase	3.00%
Homeless		87	Orange	6.90%	Increase	2.60%
White		42	Orange	11.90%	Maintained	0.20%
Foster		16	No color	18.80%	Increased	18.80%
WES	TK-3	480	Red	11.90%	Increase	3.10%
Socio-Economicly Disadvantaged		445	Red	11.70%	Increase	3.80%
Hispanic		445	Red	11.20%	Increase	3.10%
Students with Disabilities		42	Orange	16.70%	Increase	6.30%
English Learners		375	Orange	9.30%	Increase	2.40%
Homeless		57	Yellow	5.30%	Maintained	0.20%
White		22	No Color	13.60%		
WUES	4-6	333	Orange	8.40%	Increase	4.90%
Socio-Economicly Disadvantaged		307	Orange	8.10%	Increase	4.40%
Hispanic		314	Orange	8.30%	Increase	5.50%
Students with Disabilities		52	Yellow	9.60%	Maintained	0.10%
English Learners		174	Orange	7.5	Increase	4%
Homeless		18	No Color	5.60%	Increase	1.40%
White		15	No Color	6.70%	Declined	8.30%
WJSHS	7-8	549	Orange	6.80%	Increase	1%
Socio-Economicly Disadvantaged		191	Yellow	6.30%	Maintained	-0.10%
Hispanic		198	Orange	6.10%	Increase	1.60%
Students with Disabilities		22	No Color	18.20%	Increase	5.10%
English Learners		74	Orange	10.80%	Increase	4.30%
Homeless						
White						

### Chronic Absenteeism Data 2018-2019

Site	Grade Span	# of Students	Status		Change	
			Color	Percent	Direction	Degree
WUSD	K-8	978	Orange	10.2	Increase	0.5
Socio-Economicly Disadvantaged		907	Orange	10.40%	Increase	0.90%
Hispanic		929	Orange	9.70%	Increase	0.50%
Students with Disabilities		118	Orange	18.60%	Increase	4.90%
English Learners		612	Orange	10.30%	Increase	1.30%
Homeless		68	Orange	14.70%	Increase	78.00%
White		29	No Color	20.70%	Increase	8.8
Foster		11	No color	9.10%	Decline	9.7
WES	TK-3	417	Orange	12.70%	Increase	0.80%
Socio-Economicly Disadvantaged		380	Orange	12.90%	Increase	1.20%
Hispanic		392	Orange	11.70%	Increase	0.50%
Students with Disabilities		43	Red	25.60%	Increase	8.90%
English Learners		331	Orange	10.00%	Increase	0.60%
Homeless		38	Orange	18.40%	Increase	13.20%
White						
WUES	4-6	339	Orange	10.00%	Increase	1.60%
Socio-Economicly Disadvantaged		314	Orange	10.50%	Increase	2.40%
Hispanic		325	Orange	10.20%	Increase	1.90%
Students with Disabilities		50	Orange	16.00%	Increase	6.40%
English Learners		203	Red	11.30%	Increase	4%
Homeless		18	No Color	11.10%	Increase	5.60%
White		9	No Color			
WJSHS	7-8	222	Green	5.90%	Decrease	1%
Socio-Economicly Disadvantaged		213	Green	5.60%	Decrease	0.60%
Hispanic		212	Green	5.20%	Decrease	0.90%
Students with Disabilities		25	No Color	12.00%	Decrease	6.20%
English Learners		78	Green	9.00%	Decrease	1.80%
Homeless		12	No Color	8.30%	Decrease	8.3
White		8	No Color			

Level	INCREASED SIGNIFICANTLY <i>from Prior Year (by greater than 3.0%)</i>	INCREASED <i>from Prior Year (by 0.5% up to 3.0%)</i>	MAINTAINED <i>from Prior Year (declined or increased by less than 0.5%)</i>	DECLINED <i>from Prior Year (by 0.5% to less than 3.0%)</i>	DECLINED SIGNIFICANTLY <i>from Prior Year (by 3.0% or more)</i>
<b>VERY LOW</b>  <i>2.5% or less in Current Year</i>	Yellow  (None)	Green  (None)	Blue  (None)	Blue  (None)	Blue  (None)
<b>LOW</b>  <i>More than 2.5% to 5.0% in Current Year</i>	Orange  (None)	Yellow  (None)	Green  (None)	Green  (None)	Blue  (None)
<b>MEDIUM</b>  <i>More than 5.0% to 10.0% in Current Year</i>	Orange  (None)	Orange  ▪ <u>Williams Upper Elementary</u>	Yellow  (None)	Green  ▪ <u>Williams Junior/Senior High</u>	Green  (None)
<b>HIGH</b>  <i>More than 10.0% to 20.0% in Current Year</i>	Red  (None)	Orange  <b>Williams Unified (District Placement)</b>  ▪ <u>Williams Primary Elementary</u>	Orange  (None)	Yellow  (None)	Yellow  (None)
<b>VERY HIGH</b>  <i>More than 20.0% in Current Year</i>	Red  (None)	Red  (None)	Red  (None)	Orange  (None)	Yellow  (None)

## **December Monthly Report 2019**

**Parent Engagement: Folkloric Dance Lessons**

**Monthly Life skill of Month: January Responsibility**

**Williams Unified School District**

Monica Vega-Mendoza, District Liaison

I have been on vacation and will officially return to work on January 10, 2020. Will resume with the Parent Engagement Life skill of the Month for January – Responsibility.

I will be reaching out to the parents who signed up to learn how to dance Mexican Folklore to resume classes in January 2020.

### **MPAC MEETING**

The next MPAC meeting will be on Tuesday, January 21, 2020 at the WES Parent Center Room 102 at 1pm.

Future meetings will be as follows at WES Parent Center Room 102 at 1pm:

2/10/20

The following MPAC meetings will be as follows at WES Parent Center Room 102 at 6pm:

3/02/20; 4/06/20; 5/11/20





**Williams Upper Elementary School**  
Hector Gonzalez, Principal



7.4

**Williams Upper Elementary School's Mission:**

*Students will experience: Communication, Collaboration, Critical Thinking, and Creativity daily*

**January 2020**

**Board Report**

**ENROLLMENT UPDATE**

Grade Level	Number of Boys	Number of Girls	Average Class Size	Number of Students
Fourth	52	41	23.25 scholars	93
Fifth	61	43	26 scholars	104
Sixth	69	38	26.75 scholars	107
Independent Study	0	0	0	0
<b>Total</b>	<b>182</b>	<b>122</b>	<b>25.33 Scholars</b>	<b>304</b>

**As of January 3, 2020**

**ATTENDANCE**

**Attendance:** We had 13 migrant families leave for Texas or Mexico. We will see them again in April.

<u>Month</u>	<u>Number of scholars</u>	<u>Month</u>	<u>Number of scholars</u>	<u>Month</u>	<u>Number of scholars</u>
August	- 318	November	- 311	February	-
September	- 321	December	- 304	March	-
October	- 324	January	- 304	April	-
				June	-

**Pledge of Allegiance:**

Each morning, our school has one of our sixth-grade scholars lead us in the Pledge of Allegiance. This month, Diego Ambriz will be lead the school in our morning pledge. Thank you Diego for stepping up to showcase the life skill of "Problem Solving."

**Events Coming up:**

- Monday, January 6 – Professional Development Day for Teachers
- Tuesday, January 7 – Scholars back at school
- Tuesday, January 7– Instructional Leadership Team Teacher meeting (3:00 pm)
- Friday, January 10 – Earthquake Drill
- Monday, January 13 – Rogelio Dance Academy begins (January 13-23)
- Tuesday, January 14 – ELAC meeting at 8:30 am
- Thursday, January 16 – Board Meeting
- Wednesday, January 21& 22 – SEAL Module Training at Yolo County Office of Ed.
- Thursday, January 23 – Dance Performance at 6:pm at WJSHS Gym
- Thursday, January 23 – School Site Council Meeting @4:00 pm

**Current Events:**

Rogelio Viramontes will be coming to work with both elementary schools to teach our scholars to dance. He will work with all grade levels each day throughout January 13 until January 24. WES elementary will perform their dances on Wednesday, January 22. WUES will perform their dance on Thursday, January 23. Both performances are scheduled to start at 6:00 pm. I hope you can join us.



On Wednesday and Thursday, January 22 & 23, all WUES teachers will be off campus attending a SEAL training in Woodland. This is the second Module for the WUES teachers. We have scheduled subs for these two days. As the principal of WUES, I will be with the teachers, but Dr. Ponce and Amanda Zimmerman will be on call to help keep an eye on campus in my absence.

### **Special Recognition:**

On Friday, December 13, we had Ms. Gurule recognized as the recipient of a \$100 gift certificate to use for supplies for her classroom. The donation was given by a group of retired teachers. Over 250 teachers applied, and she was the once picked. Mrs. Null Came to present the gift to her at our Good Citizens Award Ceremony. Congratulations Ms. Gurule!



### **Proyecto Navidad:**

Proyecto Navidad was held on Saturday, December 7, 2019. Unfortunately, a storm dropped way too much snow and made for dangerous driving conditions in the mountains. The forestry department secured a location at their Oroville headquarters. The rangers cut down many trees and brought them for scholars to pick. They also brought a truck full of snow to allow the scholars to play with it and to have a snow fight. I was able to take five scholars with me. Two fifth-grader girls and three sixth-grade boys. When we arrived in Oroville, scholars were welcomed and were given breakfast treats. In fact, they had snacks all day long. Instructuitions were made to introduce all the participants. Scholars met police rangers, fireman and woman who fight fires, they also met others who's josb are to take care of the physical environment and the health of the animals. Scholars took a pre and post test. They participated in stations where they learned to identify the different types of trees, identify the different types of animal footprints, they took an owl pellet apart to reveal the bones of their prey, they got to work with a map to learn how to read a map and they had an opportunity to make their own Christmas Ornament. Each scholar was given a gift bag donated by the Hispanic Allience of Marysville. Each bag had wrapping paper for gifts, christmas ornaments for their tree, christmas stockings, and many other things. Because a few scholars were not able to attend the event, the forestry department allowed me to take a few extra trees to donate to these families and a few others that were in need.





## Williams Jr/Sr High School

### Report to the Board Jan. 2020

#### Enrollment update: Active Students

	W J/S HS	WASP	Ind.	Total
7 <sup>th</sup> Grade	100	0	0	100
8 <sup>th</sup> Grade	105	1	0	106
9 <sup>th</sup> Grade	105	12	0	117
10 <sup>th</sup> Grade	89	5	0	94
11 <sup>th</sup> Grade	90	3	3	96
12 <sup>th</sup> Grade	82	5	4	91
TOTAL 7-12	571	26	7	604

December 5th enrollment numbers

#### Principal Update:

Revising and Editing Course Catalog, Athletic Handbook, and other handbooks.

---

Mid-January will begin course selections

Administrative staff will bring to board request to make changes and additions to 9th grade wheel and add 7 grade wheel.

#### Curriculum/ Instruction and Assessment:

1. Staff verifying grades
2. Counselors will meet with parents of students in 7<sup>th</sup> grade that have F's in core classes and offer interventions and suggest support
3. Counselors reviewing Seniors semester grades, will meet and edit plan for seniors not on graduation path.
4. Admin reviewing any questionable grades

#### ECHS (Early College High School) work continues

1. WWC delayed in creating our courses and course number in order to enroll our students into their College Class. As per Patricia Barba, our school is next to accomplish this task and student will be enrolled soon.

#### CTE (Career & Technical Education)



## Williams Jr/Sr High School

### Report to the Board Jan. 2020

1. AG CTE was reviewed by Region-report still not available.
2. Digital Media continues to work with Youth Cinema Project.
3. Bilingual Translation Pathway. Mr. Robertson awarded donation from PG&E, will use some of the funds to support students taking a certificated test in Translation. Certificated Test is now online for students to take the test.
4. Mr. Parker's FFA program preparing for Fair and beginning the process for students to purchase their animals.

#### **PBIS: Positive Behavior Intervention System and Attendance:**

**PBIS update:** Teachers will work on SWARM motto and build community with students during the three week Plus period. All students are in Plus the next 3 weeks. Students will also review their organizational binders, and review note taking and other study skills.

#### **Athletics**

Admin reviewing Athletic Handbook and revisions and edits. Soon we will have a new handbook to present to Board that should clarify policies, rules and new updates to athletic department.

---

Winter sports have begun. Girls Varsity/JV basketball, Boys Varsity/JV basketball, and Girls/Boys Soccer Varsity/JV.

We still do not have a coach for Varsity Boys Basketball. We have one teacher coaching both teams. Hope to have the situation solved by Jan. 10th

#### **Facilities:**

We returned to school with the campus cleaned.

Still need our garbage tops replaced in order for trays of trash to fit properly.

**Estefania Guillen Aceves**  
**INTERNSHIP COORDINATOR**  
**JANUARY PROGRESS REPORT**



**WORK ACCOMPLISHED/WORK IN PROGRESS:**

**Internships:** Internships ended on December 5, 2019. I am in the process of meeting with the employers/internship sites to speak about further possible internships. For the next semester, I challenged myself to be more organized. To accomplish this task I have set for myself, I have created an internship timeline. This will ensure that students will meet their internship hours.

I hope to continue internships at the following places: Harper's NAPA Auto Centers, Williams Hardware Store, Dr. Yvan C. Quintana Castrillon Dentist Office, Williams Animal Clinic, JV's Grooming, Hust Bros., Williams Soaring Center and Schaefer Aviation

**Work Opportunities:** The following positions completed their work on December 5, 2019. I plan on recruiting more students for the following semester during the month of January. Personnel request forms are currently underway. Once the personnel request forms are signed and approved, I will recruit students by posting flyers, talking to students, and posting it in the bulletin board.

I have completed personnel request forms for the following positions: ASSETS/ASES Tutor(s) and Nutritional Support.

We continue to have the ten translators/interpreters at the family resource center. They will begin on January 8, 2020.

**Family Resource Center:**

Our last meeting at the Family Resource Center was on December 5, 2019. During the break I have focused, what seems like all of my time and energy into looking for resources for the family resource center. I have composed a 13-page list of resources centering on supportive services, education/care, family services, and social services. I have not attached that list but if anyone would like to see it, please feel free to ask.

I also had a couple meetings with Pastor Jason McMullan during the week of December 16. He geared me towards the right direction in regards to what referral services we would be providing. It was his idea to categorize the services we would be providing to the previous mentioned services. (Thank you Pastor Jason!)

I also had the opportunity to visit Pastor Jason's food distribution on December 19. It was amazing to see the community come together to provide this service to individuals in our area. I also had the chance to meet with Margarita Cortez, a social worker in our county. We had a great conversation and she mentioned many resources that I should include in our list.

In the previous board report, I mentioned that I was going to be meeting with Monica Vega and Pastor Jason during the week of 12/09 to 12/13. Unfortunately, due to time conflicts, we were unable to set up a date. I did although, have the chance to work on the center myself. I will continue to contact the mentioned parties to try and see when it is best to meet.

**VirtualJobShadow.com:**

Edith Duran and I are continuing to work together with Andy Haas, the representative from Tri-County ROP/CTE, in bringing VirtualJobShadow.com to our campus for the Spring Semester. We changed the plan and it is set to be incorporated into the student's plus period during the second week of the spring semester: January 13 – January 17. The new schedule is the following:

First day: **01/13/2019 M** Go over logins, pass out notecards, look through site, and complete 1<sup>st</sup> Assessment  
Second day: **01/14/2019 T** 2<sup>nd</sup> Assessment  
Third day: **01/15/2019 W** 3<sup>rd</sup> Assessment  
Fourth day: **01/16/2019 Th** 4<sup>th</sup> Assessment  
Fifth day: **01/17/2019 F** Finish & Reflect

Our new plan is to assess all 7<sup>th</sup>-12<sup>th</sup> students. We will accomplish this with the help of our staff and teachers. The teachers themselves will be given the task to assess their students during their plus period. Edith, Andy and I will be facilitating during these days. Teachers are to be trained in VirtualJobShadow.com on January 6<sup>th</sup> during their certificated professional development day.

**\*\*Short Report due to the fact that I had vacation from December 24<sup>th</sup> – January 1<sup>st</sup>\*\***

## MOT Board Report Jan 2020

Projects-Information:**Operations:**

Classrooms cleaned and sterilized for student return.  
 MPR/ Elem café deep cleaning completed.  
 Locker room areas, breezeway cleaned and sanitized.  
 Desk tops marks removed.  
 Bathrooms deep cleaning completed.

**Maintenance:**

Room 118 door and frame rebuilt/replaced. 118 west wall repaired and strengthened.  
 Removed and replaced water heater for MPR.  
 Exit signs/ Emergency lighting replaced in breezeway, gym and band room.  
 Roof repaired above breezeway, gym and misc. portable classrooms.  
 Heat repair issues at 301, 303, 305, gym, and old migrant office, repairs under way.  
 Boiler replacement project is 5 weeks out lead time for receipt of new unit. Project will be scheduled once new unit has been shipped from manufacturer.  
 Vandalized window at WES room 116 replaced.  
 HVAC air filters replaced campus wide.  
 Preventative maintenance and repair of air handlers above HS gym and HS breezeway in process.  
 Replacement of broken throttle cable on Kawasaki Mule is underway.  
 PM of swamp coolers and air handler's woodshop/art studio/kitchens completed.  
 Plumbing issues at HS boy's restroom repaired.  
 Plumbing issues at North bathrooms WES repaired.  
 Plumbing issues North and South Upper Elem bathrooms complete.  
 Door levers and locks removed and replaced at entrance to HS girls locker room area.  
 Security alarm issues resolved at Upper Elementary, WES and HS.  
 Door locks and hinges PM completed.  
 New classroom number tags received and replacement is scheduled.  
 Fire extinguishers inspected.  
 Special needs lift in MPR inspected and operated.

Repair of leaking valve above nurse's station in Upper Elem office is scheduled for Jan 20<sup>th</sup>. System will be shut down to make the necessary repairs to the closed loop system.

**Grounds:**

Parking lots pressure washed and weeds/leaves removed.  
 Lawn areas mowed, weeded and leaves removed.  
 Fencing perimeter of campus weeds, leaves and trash removed.  
 Webs, food debris and paint removed from buildings.  
 Leaves removed from gutters on Upper Elem main building.  
 Trees and bushes trimmed.  
 HS quad area pressure washed, leaves and trash removed from ramps.  
 Weed control in solar field completed.  
 Pest control for rodents and insects ongoing.  
 Storm drains unclogged.

**Transportation:**

19-6 recall/warranty repairs (Roof hatch and air ride system) in process at Bus West in Woodland.

09-6/ 89-7 PM complete.

Minor repair issues from 12/17 45 day bus safety inspection completed.

Bus class, 10 hours of classroom training, scheduled for Feb 4- 15<sup>th</sup> 2020 at Yuba City Unified SD.

Trip schedules are in place for Jan 6<sup>th</sup> thru the 11<sup>th</sup>.

Notification received from Rural School Bus Replacement Pilot Project that WUSD is ranked #3 for replacement grant funding for year 3 of the program. Notifications should occur early in 2020 in order to initiate part 2 of the application process.

This grant award will be used to replace Bus 89-7(Bluebird 84 passenger transit) with a new low emission renewable diesel bus.

Playground equipment inspection/PM scheduled for February 2020.

Maintenance safety trainings complete.

End of Jan 2020 MOT Board Information Report.

Tim Wright



Projects:

- E-rate process for the 2019-20 applications: Equipment started arriving at various sites. The installation for the switches is scheduled for the first week of June.
- Installation of 20 desktop computers to replace older staff computers at all sites: Completed
- Microsoft Windows 7 operating system will not be supported after January 14, 2019. Completed
- **Verkada Cameras:** Installation is in process.
- One Hundred HP Stream 11 laptops were factory reset and given to Pastor Jason D. McMullan of the Williams Community Church per approval from December's regular board meeting. (Action item 12.6 page 280)
- The following legal notice was advertised in the local newspapers for two consecutive weeks and the same information was sent to various vendors:

**LEGAL NOTICE**  
**WILLIAMS UNIFIED SCHOOL DISTRICT  
NOTICE TO BIDDERS**  
The Williams Unified School District is accepting bids for the bulk purchase of approximately 400 HP Stream 11 Pro G2 devices, monitors, printers, TV's and other electronics. A complete list of items and bid forms will be available in the District Office from January 2, 2020-January 16, 2020. Bid forms are due in the District Office by 3:30 p.m. on January 16, 2020. Bids will be reviewed at 1:00 p.m. on January 17, 2020 at Williams Unified School District Office - 499 Marguerite St. Ste. C, Williams, CA 95987.

- Vendor will provide all the below services at no cost as part of the offer for the Removal and Recycling of Surplus IT equipment
- Arrange for the packing and removal of all Equipment
- Complete a Serialized Audit and provide a copy of audit to the WUSD.
- Perform a Data Wipe on every data bearing device .
- Will Recycle all non-value/non-working equipment at no charge.
- Upon completion of Audit Vendor will provide a Serialized Certificate of Data Destruction and Release of Liability.
- Services and Payment to be complete within 30 days

If you have any questions, please contact Technology Director Vangelis Bolias at 530-473-2550 x 11500.  
12/25/2019, 01/01/2020 - WPR #2019-1810

Daily Activities:

- Continuing with maintenance of student laptops class by class.
- Inventory Maintenance: Maintaining technology equipment moves, upgrades, renaming and relabeling. Following up on E-Waste disposal; possibility of selling and donating some equipment per WUSD policy.
- Provided technical support for all known issues to users.

**Note:** Please use the Help Desk for reporting ANY issues you are having so that we can rectify your concerns.



## Colusa Education Wide Area Network (CEWAN) Projects:

Here are some of the projects we are working on as a consortium at the CEWAN level:

- Ruckus Zone Director End of Life. No update at this time.
- Replacing the iBoss 7-1-20 / Possible Reconfiguration. After discussion as a team, CEWAN has chosen to move forward with the attached iBoss web filtering solution for our July 1<sup>st</sup> replacement. CCOE will be purchasing the equipment and then splitting the cost with the Districts with our standard CEWAN formula. The most recent formula numbers were sent out to each district's CBO's so they can plan for the purchase in next year's budget. Here is the information:

### **IBOSS CLOUD STORAGE+LOCAL GW+MW DEF**

Mfg. Part#: 00020260

1 x iBoss Cloud Storage 500GB

5 x Local Gateway Node Blade 14700

Subscription

1x Local Node Blade Chassis 14

(In-Line) Subscription

1800 x Malware Defense Features

5 YEARS

Electronic distribution - NO MEDIA

Contract: MARKET

### **Breakout of Split Shared One**

#### **Time Costs for iBoss 7-1-20**

#### **CEWAN Formula 2018-19**

**Amount to be Split** \$59,149.00

**CCOE share -- 20%** \$11,829.80

**Remaining Costs** \$47,319.20

District	Prior Year P2		Costs to be Allocated	Allocated Costs
	Prior Year P2 ADA (2015/16)	ADA %		
Colusa	1,420	32%	\$47,319.20	\$15,323.69
Maxwell	328	7%	\$47,319.20	\$3,542.20
Pierce	1,413	32%	\$47,319.20	\$15,248.80
Williams	1,224	28%	\$47,319.20	\$13,204.51
<b>Total</b>	<b>4,385</b>	<b>100%</b>		

- Eventual Relocation of the Datacenter at the Library to the Village/Network Restructure/E-rate. No update at this time.
- EduNet Update / Sprint Hotspot 1 million Project. Received utilization information for the hot spots for our District students. The devices provided seem to be working well for most of our students. Thirteen devices are ready to deploy once the students previously selected have returned from Mexico.

Snap shot of usage activity for the applications supported in Clever for the current year, August 1 – January 3, 2020:





## FOOD & NUTRITION DEPARTMENT

December 2019



### Meal Counts:

Elementary School: 387 Enrolled

Breakfast	Free	Reduced	Paid	Total	Lunch	Free	Reduced	Paid	Total
Served	1229	366	132	1727		2368	655	309	3332
% Participating	45.86%	48.54%	30.00%	44.58%		88.36%	86.86%	70.23%	86.01%
2018/19 Compare	50.50%	51.94%	28.67%	49.08%		89.94%	87.15%	63.67%	87.36%
2017/18 Compare	52.68%	44.73%	36.41%	49.60%		91.77%	90.41%	73.37%	90.01%

### Suppers

Elem Café: 1077

HS Café: 247

Upper Elem., Jr./Sr. High School: 909 Enrolled

Breakfast	Free	Reduced	Paid	Total	Lunch	Free	Reduced	Paid	Total
Served	2666	561	290	3517		4014	862	421	5297
% Participating	40.35%	36.59%	30.18%	38.64%		55.24%	51.01%	39.83%	52.90%
2018/19 Compare	42.57%	39.96%	23.86%	40.21%		54.85%	48.14%	38.07%	51.91%
2017/18 Compare	49.44%	44.55%	28.56%	46.14%		56.64%	51.95%	36.15%	53.43%

### ASSETS Snacks

448

### Application Counts:

Elementary	89.41% Free & Reduced		
High School	89.77% Free & Reduced	Compare 2018/19	91.06%
Combined	89.66% Free & Reduced	Compare 2017/18	89.39%
Directly Certified	46.25% ( Goal 62.5% for 100% reimb. Community Elig.)	Outstanding Applications:	33

### Financial:

EZ School Pay has brought in \$	\$1,623.55	Cash Sales \$	\$4,453.38	Total Cash:	\$6,076.93
Outstanding balances owed \$	\$5,791.77				

Auto Dialers go out Tuesday & Friday. Statements mailed home on the 1st each month.

### Trainings/Misc.:

Lists were provided to each site Principal with balances owed and highlights of accounts with no payment activity.  
Food & Nutrition Staff are back and well rested. We continue our strive for healthy, tasty meals for our scholars.

Respectfully,  
Kristi Ward  
Food & Nutrition Director

Nutrition Matters



Board Report Jan 16, 2020

Mechele Coombs, Director of Fiscal Services and Accountability

## Business Office Operations

January is a busy time for the business office. We will be working on preparing the W-2's, 1099's and the 1095C's. We will also be completing the winter submission of the Consolidated Application (Con App), the quarterly Cash Management report and various other quarterly reports on our grants.

The Governor releases his January budget proposal for 2020-21 no later than January 10, 2020. On January 16, 2020 I will attend the School Services of California Governor's Budget Workshop. This presentation will provide an analysis of the Governor's proposed budget and what his proposal means for Education. The information shared at this conference will be used to develop the initial budget for Williams USD. The Governor's proposal will be changed and refined throughout the spring in meetings and negotiations with the Legislature, culminating in the Governor's May Revise. Once the Governor's May Revise is released those items that changed will be updated in the Williams USD proposed budget for 2020-21.

To help with the cross training of staff, Vera will now be sharing the office with Roxanne. We are also implementing a new Human Resources email address which will be monitored by the Human Resources team.

I will be out of the office Jan 22 – 24, 2020.

# Superintendent's Report

## January 2020

7.11

*"Students in Williams Unified will graduate with 21<sup>st</sup> century skills & have true choice; Career and/or College."*

### Bargaining Units:

- **WTA:** The first date of negotiations with WTA is scheduled for January 9, 2020. Update to board will be provided in closed session.
- **CSEA:** The first negotiations date is yet to be scheduled. CSEA president has been out on medical leave and has returned for partial day. We hope to set some dates sometime soon.

### Business:

- Our Fiscal Services Director was in charge while I was on vacation this past winter break. She is to be commended and thanked for her oversight during that time period.
- In addition, our Fiscal Services Director has been working on preparation for negotiations, providing oversight and attendance at construction meetings and addressing fiscal and HR matters on the burner.

### Instruction:

- **SYSTEMIC IMPLEMENTATION OF DSEI:** We continue with the same focus on instruction and learning: Increase RIGOR, RELEVANCE & ENGAGEMENT in learning. We are using the Daggett System for Effective Instruction (DSEI) Framework as the districtwide framework and rubrics to do this work. The district and each site have their own PLC Teams for 1) Organizational Leadership: 2) Instructional Leadership & 3) Teaching. The following are the goals for the 2019-2020 School Year and updates.
  - 1) **ORGANIZATIONAL LEADERSHIP:**
    - a. **MULTI-TIERED SYSTEM OF SUPPORT (MTSS):** Continue systemic implementation of the various systems of Tiered support; SSTs, 504s, Student Monitoring. *(Our Learning Support Specialists, continue to work on building their capacity in serving our students and have attended trainings, as well as worked with Cheryl Von Flue on addressing the needs of our students most in need of socio-emotional support.)*
    - b. **SCHOOL CLIMATE & STUDENT BEHAVIOR:** PBIS (Positive Behavior Intervention Supports) implementation of Tier 1 & 2 districtwide and at each site *(We have started with SWIS data gathering & reporting at every site. Reports and data is being used now to drive the Tier 1 and Tier 2 implementation all school sites. The PBIS site Teams have been meeting to continue to support PBIS implementation and meet their action plan objectives.)*
    - c. **PARENT ENGAGEMENT:** 1) Continue Project Inspire implementation. 2) Begin Family Leadership Institute implementation. *(Project Inspire 1 was completed and a graduation ceremony took place. In addition, Family Leadership Institute also took place and the parents and staff that attended were certified. We also had a terrific "Dia De Los Muertos/Day of the Dead" celebration and altar competition that was well attended by parents (120+). In addition, we had a Winter Festival/Posada that had over 500 people attend. We are looking at a coming Project Inspire 3 training for the Spring, follow-up with the Family Leadership Institute and a Spring Festival)*
    - d. **DSEI RUBRIC FOR ORGANIZATIONAL LEADERSHIP:** Continue to use the Organizational Leadership rubric to assess, set goals, monitor and guide our work on becoming and effective district and schools. *(We have had ongoing*

meetings at the district and site levels. Our focus has been PBIS, Attendance & Mental Health.)

## 2) INSTRUCTIONAL LEADERSHIP:

- a. **BENCHMARK ASSESSMENTS:** Continue with implementing a districtwide benchmark assessment system to look at district and school-wide data that can drive our instructional decision-making districtwide and at sites. *(We have continued to build our benchmark assessment system and districtwide data systems. Due to new administration, staffing changes, we have not progressed as much as we would like to. We have been doing our benchmark assessments grades 3 through 6 consistently these past two years though.)*
- b. **BALANCED LITERACY:** Start looking at a district-wide focus on a Balanced Literacy approach with consistent districtwide strategies of focus. *(We have established a consistent reading block in grades TK-3. We have also started to establish consistency in our grade level reading block structure. More work in this area is needed to get to a balanced literacy program.)*
- c. **ELD/DUAL IMMERSION:** Begin implementation and monitoring of the new state ENGLISH LEARNER ROADMAP POLICY. Start to monitor and insure Integrated & Designated ELD is taking place in grades TK-12. *(We have started training with all of our staff on the new EL Roadmap principles and its elements. In addition, Integrated & Designated ELD training has started. January 6<sup>th</sup> was the focus on these two areas, including training on the new ELPAC assessment for grades TK-6. In addition, as we begin to develop actions and services for our new three year rolling LCAP, we are embedding the EL Roadmap principles and elements into our new Actions & Services.)*
- d. **DSEI RUBRIC FOR INSTRUCTIONAL LEADERSHIP:** Continue to use the Instructional Leadership rubric to assess, set goals, monitor and guide our work on becoming an effective district and schools. *(This work is continuing and ongoing. Due to new administrators, we have had to do some work on getting all of us on par and aligned with our understanding and knowledge-base on the DSEI Rubric.)*

## 3) TEACHING:

- a. **ACHIEVEMENT DATA TEAMS PROCESS (ADTS):** 1) Continue to polish the ADT process for ELA, Math & Reading TK-12. 2) Continue to polish ADT process in grades 7-12 Departments (Math, ELA, Science & History) & begin implementation of ADT process in other content and elective areas. *(This area has improved tremendously at the TK-3 WES site, Kudos and commendations to the staff! Our WUES staff continues to refine and polish their ADT process and is making terrific progress. Our Jr/Sr. High is has taken steps back in this area and work on improving their ADT process is starting with getting our administration to be well trained, assess where each department is and begin to move forward with effective implementation.)*
- b. **CLASSROOM INSTRUCTIONAL RUBRIC (CIR) TOOL & INITIATIVES TOOL WALK-THROUGHS:** Continue to conduct and debrief classroom walk-throughs to monitor and provide valid feedback on implementation of Rigor, Relevance, Engagement and District Initiatives (i.e. SEAL [Sobrato Early Academic Language PK-6], AVID [Advancement Via Individual Determination 7-12], TLAC [Teach Like A Champion TK-12], GLAD [Guided Language Acquisition Design PK-12], HET [Highly Effective Teaching PK-12] are some examples). *(The walk-throughs have been limited and on pause as the focus has been on catching up our administration with our initiatives. ICLE Consultant (Norma) has been coming to work with and train our administrators. This second half of the year, we plan to begin to do some walkthroughs with some of our teachers joining us, as we were doing last year.)*



- c. **DSEI RUBRIC FOR TEACHING:** Continue to use the TEACHING rubric with site administrators as Instructional Leaders to assess, set goals, monitor and guide our work on becoming an effective district and schools. *(There have been so many areas that we have had to catch up on with our new administrators, this has been an area that is on hold. The work around Teaching is occurring; however, the rubric is not being used to the extent we would like to at this time.)*

### **Construction & Modernization:**

- **WES SITE:** The Multipurpose construction is progressing. The foundation is completed and the walls are going up. There was an issue with the design of the middle section of the building. The measurements were off and did not get caught until recently. Coming up with a solution to how to resolve that caused a delay and additional cost that will need to be mitigated and addressed. That will be work done these coming months. The work on the building continues and we are excited to see the progress.
- **WILLIAMS JR/SR HIGH:** The CTE Facilities grant was submitted and the design for the south-wing is underway. In addition, the construction contractors for the modernization of the gym and preparation to start that work is underway.
- **PROJECT MANAGER UPDATE:** Jeff Threet, our Project Manager has been doing a terrific job providing oversight of our construction projects, working closely with Mechele, Board President George Simmons and I. He is to be commended on his oversight and how he has been insuring all glitches with construction get ironed out in the best interest of our school district. Thank you and commendation to you Jeff for all of your hard work and professionalism in making things happen in the best interest of our district! Keep up the terrific work you do.
- **ACQUISITION OF PROPERTY:** The acquisition of the new property has been completed for our future elementary site. In addition, an assessment of what might be done with the current house (like turning it into a district office) has been completed as well. The estimated cost to make the modifications, place a parking lot and insure ADA compliance came out to an estimate of approximately one million dollars. Since this would not be a permanent solution to a future district office, we have decided to look at a cost estimate to build a district office on our 47-acre campus. That assessment, design and estimate is underway. Our lease with Colusa COE has ended, effective December 2019. They have given us until the end of June to vacate. We will need to look at how we will address where we will relocate our district office. More information to come on that matter.

### **Facilities, Maintenance, Operations and Transportation:**

- A BIG THANK YOU to all of our MOT staff for cleaning our campuses and having the schools and their facilities ready for the return of our staff and scholars from winter break! Their hard work is appreciated.
- The assessment of our MOT department took place in December. We should be getting a report within 30 days. More to come on the results that will let us know what is working and what areas may need improvement. At that point, we will begin to address those areas that we may need to improve.

### **Food Services:**

- A BIG THANK YOU to Food Service for the breakfast provided to certificated staff on our January 6, 2020 staff development day. All of you are amazing!

### **Personnel:**

- We have four candidates that applied for our Health/Clerk position. Interviews will be taking place by the end of the month.

### Technology:

- No updates.

### Other Updates:

- We submitted paperwork needed for our district to go for a bond so that we may continue the construction work that is needed for our district facilities, in accordance with our 10 year Facilities Master Plan. We will be seeking an 12 million dollar bond that will help us with the work to modernize our old high school, build new permanent classrooms and improve our fields. This bond will go to voters in March. The campaign will be starting soon. We have endorsement from Kent Boes (Colusa Board Supervisor), John Troughton (City Council member), Santo Jauregui (City Council member), and Williams resident Virginia Frias.
- On January 21<sup>st</sup> we will be kicking off the opening of our school district's Family Resource Center from 3:00 PM to 4:30 PM. We are excited about this event and I want to acknowledge all of the hard work that Estefania Guillen, our Internship Coordinator has been doing to make this a reality. She has trained 10 Interpreter/Translator Interns from our high school to help staff and man support for our parents. Monica Vega has been helping and assisting her efforts, since she is right next door operating the Parent Center. These two rooms will provide the space to support our families in building "agency" with our families so they can successfully thrive and be effective "partners" in their children's education.
- Lastly, I would like to let you all know that the Lifeskill of the month for January is "Responsibility: To do what's right; to respond to when appropriate; to be accountable for one's actions." Then for the month of February, the Lifelong Guideline for the month will be "Active Listening: To listen with your eyes, ears, heart and give the individual your undivided attention."

Edgar Lampkin Ed. D.  
Williams USD Superintendent



## WILLIAMS UNIFIED SCHOOL DISTRICT

## 9.1.1

## BOARD OF TRUSTEES SPECIAL BOARD MEETING

Monday, December 9, 2019, Special Board Meeting

MINUTES

- 1.0 CALL TO ORDER**– Board president, Silvia Vaca, called the Special Board meeting of the Williams Unified School District Board of Trustees to order at **5:30 PM** on December 9, 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  
Ana Leos-Vera, Member  
Yareli Mora, Member  
George W. Simmons, Vice President

Administrative Staff: Dr. Edgar Lampkin, Superintendent

Audience: Alejandra Lopez, Susan Meeker

- 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 Yareli Mora to **APPROVE** the agenda. **Motion passed. Ayes \_4\_ Noes \_0\_ Absent \_0\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

- 5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION** – Anyone wishing to address the Board on any school-related item scheduled on the agenda or any item 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 3 minutes per speaker and 20 minutes per item.

5.1 No public comment.

**6.0 INTERVIEW FOR PROVISIONAL APPOINTMENT TO THE BOARD**

6.1 Alejandra Lopez

The Board interviewed Board Candidate Alejandra Lopez regarding two challenges that our school district is facing. Ms. Lopez stated parent engagement is a challenge for all school districts. The posada event was a huge turnaround for Williams. It can be difficult to get parents on campus. Another challenge is that we live in a rural community and our students lack access to resources. There is also limited visibility of higher education campuses. Ms. Lopez discussed issues that have recently affected our community and recommended trauma counseling for students and informing all staff members of these events and how they affect students.

Trustee George W. Simmons discussed the Learning Support Specialist positions at Williams Unified. Trustee Simmons discussed that trustees have no individual power and strongly encouraged Ms. Lopez to read Board policies, Board bylaws and the Brown Act.

Ms. Lopez was asked about supporting a Board decision that she was not in favor of. Ms. Lopez stated that she would be willing to support a Board decision if it was in the best interest of the community.

**7.0 DISCUSSION**

7.1 Open Discussion of Candidate

Trustee Yareli Mora stated Ms. Lopez understands the background of our students and has faced similar Challenges herself. Ms. Mora believes that the district would continue to move in the direction we want with Ms. Lopez on the Board.

Trustee George W. Simmons stated the district implemented the Family Leadership Institute but the turnout was not great. We are trying to increase parent engagement. Mr. Simmons stated his top priority is students, then community, teachers and lastly admin.

Trustee Ana Leos-Vera stated she agrees with the importance of having parents involved with their students education. Ms. Leos-Vera agrees with supporting our students' mental health. Staff should be aware of what is happening in the community and how it impacts our students.

Board president Silvia Vaca stated this is not an easy position. There is a lot to learn that can be gained with Board trainings. Ms. Vaca thanked Ms. Lopez for applying and said she will be a great addition.

**8.0 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.

- 8.1 Consideration and possible action concerning the appointment of a candidate to fill the Board vacancy caused by a Board member resignation. The candidate selected will be sworn in at the organizational meeting of the Board in December and will hold office until the next regularly scheduled election for Governing Board members, set to take place on November 3, 2020.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPOINT Alejandra Lopez** to fill the Board vacancy until the next regularly scheduled election for Governing Board members, set to take place on November 3, 2020. **Motion passed. Ayes \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

**9.0 ADJOURNMENT (5:46 PM)**

A **MOTION** was made by Silvia Vaca and **SECONDED** by Ana Leos-Vera to **APPROVE** the Adjournment. **Motion passed. Ayes \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – 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

**WILLIAMS UNIFIED SCHOOL DISTRICT****9.1.2****BOARD OF TRUSTEES REGULAR MEETING**

Friday, December 13, 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 December 13, 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  
Yareli Mora, Member

Incoming Trustees Present: Alejandra Lopez, Member

Administrative Staff: Dr. Edgar Lampkin, Superintendent  
Amanda Zimmerman, Elementary School Principal  
Hector Gonzalez, Upper Elementary School Principal  
Rosa Villaseñor, SIG Coordinator/ELD Administrator

ASB Representative: Paola Orduno

Audience: Mechele Coombs, Monica Vega-Mendoza, Vangelis Bolias, Kristi Ward, Estefania Guillen, Candice Bersola-Vallejos

- 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 \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

**5.0 SPECIAL PRESENTATION**

- 5.1 Superintendent Dr. Edgar Lampkin, issued the Oath of Office to Alejandra Lopez, appointed to the Board to hold office until December 2020.

**6.0 BOARD REORGANIZATION**

- 6.1 A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** George W. Simmons as Board President for the year 2020. **Motion passed. Ayes \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ Abstain \_\_1\_\_ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – abstain, Vaca – aye.**
- 6.2 A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** Silvia Vaca as Board Vice President/Clerk for the year 2020. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**
- 6.3 A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** Yareli Mora as Board President pro tempore for the year 2020. **Motion passed. Ayes \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ Abstain \_\_1\_\_ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – abstain, GW Simmons – aye, Vaca – aye.**

- 6.4 A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** Superintendent Dr. Edgar Lampkin as Board Secretary for the year 2020. **Motion passed. Ayes** 5 **Noes** 0 **Absent** 0 **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

- 7.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Board 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.

- 7.1 No public comment.

## 8.0 **PRESENTATIONS**

- 8.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. distributed a handout to the Board and stated the multipurpose building walls are getting taller. The contingency reserves are looking good. The district received three proposals for general contractor services for the Gymnasium Upgrades project. Clark/Sullivan scored highest from the selection committee. DSA approval is anticipated in January for the North Wing Modernization and Infrastructure Upgrades projects. Stakeholder engagement meetings will be scheduled in January for the South Wing Modernization project.
- 8.2 Williams Secondary School ASB Representative Paola Orduno stated winter sports have begun. The Leadership Class held a canned food drive and received 1,600 cans. The cans were picked up by a local church and will be given out in food baskets for the holidays. The Winter Posada was attended by 500 people and served 350 meals. Dr. Ponce and Dr. Odell have implemented in school suspension for students with attendance issues. Internship Coordinator Estefania Guillen Aceves visited classrooms to promote jobs with the Census for students. Students are excited to start their three-week winter break.
- 8.3 School Site Data Presentation – Amanda Zimmerman, Williams Elementary School

Ms. Zimmerman presented a PowerPoint presentation to the Board regarding Williams Elementary School data. The presentation included third grade CAASPP scores from the last three school years. The English Language Art (ELA) CAASPP scores have maintained and the Math scores have declined during that time. Math will be an area of focus for this school year as well as implementing progress monitoring. Ms. Zimmerman shared the scores from the CAASPP interim and the anticipated growth for students once the test is administered in the spring. Ms. Zimmerman also shared data for chronic absenteeism, ELA beginning of year benchmark assessment and Achievement Data Team (ADT) pre, mid and post assessment Math cycles.

Trustee Yareli Mora stated she appreciates the pre, mid and post data to see the growth provided by instruction.

Ms. Zimmerman displayed Math Shelf scores and stated the site is seeing growth with this platform. Ms. Zimmerman shared her findings and suggestions which include: full implementation of SEAL, Learning Dynamics and Technology, increasing targeted small group support in Kindergarten and 1<sup>st</sup> grade, implementing response to intervention model, progress monitoring and ADT procedures school wide, start an attendance campaign and host Kindergarten information nights.

Trustee Alejandra Lopez questioned what the attendance campaign would include.

Ms. Zimmerman stated she is currently meeting with parents of students that have attendance issues and asking teachers to call home to tell parents what activities their students missed at school that day. This will hopefully encourage attendance.

Trustee Mora questioned how parents can be made aware of pre-assessment CAASPP data.

Ms. Zimmerman stated they can meet with their students teacher. The site receives a full report for each student tested.

Ms. Zimmerman and Candice Bersola-Vallejos discussed creation of a new mission statement for Williams Elementary School.

Trustee Silvia Vaca addressed the challenges with staff turnover and commended Ms. Zimmerman for finding ways to improve and collaborate as a site.

## 9.0 **BOARD REPORTS**

9.1 Elementary School Principal, Amanda Zimmerman submitted a written report.

9.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor submitted a written report and provided an update on a Migrant Education student support program. She attended a SEAL parent and community engagement training. Mrs. Villaseñor and Monica Vega-Mendoza met with DELAC and MPAC for LCAP prioritization. Parents were very engaged.

9.3 District Liaison, Monica Vega-Mendoza submitted a written report and stated over 500 people attended the Winter Posada. Mrs. Vega-Mendoza thanked the staff for their collaboration on this event. Kristi Ward and Lupe Ojeda prepared the pozole and over 350 meals were served. Mrs. Vega-Mendoza feels honored to work with such amazing people.

Board president George W. Simmons stated the Posada was fantastic.

Trustee Vaca stated it was great to see the community coming together and the students singing.

9.4 Upper Elementary School Principal, Hector Gonzalez submitted a written report and discussed the trip he took to get Christmas trees with five Upper Elementary students. Due to ice and snow, Mr. Gonzalez was not able to take more students. The students that attended had a great time. The Forestry Department delivered a truckload of snow for the students to play in.

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

9.6 Internship Coordinator, Estefania Guillen Aceves submitted a written report and stated she visited classrooms to share the job opportunities with the Census. Students in grades 4<sup>th</sup> – 12<sup>th</sup> will take a Virtual Job Shadow assessment. One of her interns received a job offer from the dentist office.

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

9.8 Technology Director, Vangelis Bolias submitted a written report and welcomed new trustee Alejandra Lopez. Mr. Bolias stated 10 surplus devices were provided to the Community Church to test before the Board takes action on donating 100 surplus devices.

Superintendent Dr. Lampkin stated the Community Church plans to distribute the devices at the ribbon cutting ceremony for the Family Resource Center on January 21<sup>st</sup>.

Mr. Bolias shared that the remaining devices will be sold to the highest bid.

9.9 Food and Nutrition Director, Kristi Ward submitted a written report and stated Monica Vega-Mendoza helped translate the letter that goes home to families that owe money for their school meals. Mrs. Ward thanked Mrs. Vega-Mendoza for her help.

9.10 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report.

9.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin stated the State Department of Education did a review of the ASES and ASSETS programs.

Candice Bersola-Vallejos shared that the State stated students are engaged and receiving enrichment. Their concerns were about lighting on campus and enforcement of attendance and pick up policies.

The Literacy Under the Lights event had a great turnout and all of the Elementary teachers attended. Every student that attended was able to take home a book.

Dr. Lampkin shared that we are done with the prioritization of the LCAP. On Monday, there will be an administrative retreat where they will work on embedding the EL Roadmap into the LCAP.

Amazing things are happening. Our staff is working together and building a sense of community.

## 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 November 21, 2019 (Regular)

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, October 2019.

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

11.4 **SERVICE AGREEMENTS/CONTRACTS**

11.4.1 Participation Agreement and Certificate of Compliance between Rideout Drug Testing Services and Williams Unified School District, January 1, 2020 – December 31, 2020.

11.4.2 Reimbursement Agreement between the Regents of the University of California and Williams Unified School District for the GEAR UP program through September 30, 2020.

11.4.3 Service Agreement with the Center for the Future of Public Education for 5 days of coaching with consultant Dean Tannewitz.

11.5 **ROUTINE PURCHASE ORDERS**

Purchase Order #	Vendor	Amount
PO20-00325	EMCOR Services	\$ 28,163.00
PO20-00342	CDW Government Inc	\$ 75,283.70

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	

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	Site Secretary	Leave of Absence Request 12/16/19 – 2/28/20	Lucila Mendez
Classified	Utility Technician/Bus Driver	Open	
Classified	Student Supervisor	Open	
Classified	Health Aide Clerk	Open	

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 List

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

11.14 **ACCEPTANCE OF DONATIONS**

11.14.1 None

A **MOTION** was made by Silvia Vaca and **SECONDED** by Ana Leos-Vera to **APPROVE** the Consent Calendar.

**Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – 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 2019-2020 First Interim Report.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the 2019-2020 First Interim Report. **Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

12.2 Consideration and possible action concerning the approval of **Resolution #13-121319: District Budget Reclassifications.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by Ana Leos-Vera to **APPROVE Resolution #13-121319: District Budget Reclassifications. Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

12.3 Consideration and possible action concerning the approval of the Amendment No. 3 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 Yareli Mora and **SECONDED** by Silvia Vaca to **APPROVE** the Amendment No. 3 to Lease-Leaseback Documents between Williams Unified School District and Clark/Sullivan Construction for the Williams Elementary Multipurpose Construction Project. **Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

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

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** the revised Warrant Orders form for Colusa County Office of Education. **Motion passed. Ayes**   4   **Noes**   0   **Absent**   0   **Abstain**   1   **by the following vote: Leos-Vera – aye, Lopez – abstain – employed by Colusa County Office of Education, Mora – aye, GW Simmons – aye, Vaca – aye.**

12.5 Consideration and possible action concerning the approval of the Agreement for Construction Management Services with Stone Creek Engineering, Inc for the Williams Jr/Sr High School South Wing Modernization project.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Ana Leos-Vera to **APPROVE** the Agreement for Construction Management Services with Stone Creek Engineering, Inc for the Williams Jr/Sr High School South Wing Modernization project. **Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

12.6 Consideration and possible action concerning the approval of the request from the Williams Community Church for up to 100 surplus technology devices.

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the request from the Williams Community Church for up to 100 surplus technology devices. **Motion passed. Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

**13.0 BOARD MEMBER COMMENTS**

- 13.1 Trustee Mora stated she is happy the date is set for the Special Board meeting on data. She hopes that all trustees can attend to provide input.
- 13.2 Board president George W. Simmons stated he has seen no reports on writing. Reading and writing go hand in hand.

**14.0 DISCUSSION ITEMS**

- 14.1 CABE 2020 San Francisco April 8-11, 2020

Dr. Lampkin stated we would like to register the trustees that would like to attend. Costs increase the closer it gets to the conference.

Trustee Alejandra Lopez stated she would like to attend.

Trustee Yareli Mora stated she would not be able to attend.

**15.0 INFORMATIONAL ITEMS AND REPORTS**

- 15.1 District Enrollment Report  
 15.2 District Discipline Distribution Reports  
 15.3 2018-2019 Developer Fee Report

**16.0 FUTURE MEETING DATES**

- 16.1 January 16, 2020 (Regular)  
 16.2 January 21, 2020 (Special – Data and Information)  
 16.3 February 20, 2020 (Regular)  
 16.4 February 25, 2020 (Special – Board Self Evaluation) – The Board would like a facilitator from GHS Law for their study session.

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

- 17.1 None

**18.0 CONVENE TO CLOSED SESSION (8:27 PM)**

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

- 18.1 Public Employee Performance Evaluation (Gov. Code 54957) (Information only)  
 Titles: Elementary Teachers (13 positions); Secondary Teachers (7 positions);  
 Learning Support Specialist (1 position)
- 18.2 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)
- 18.3 Conference with Labor Negotiators (Gov. Code 54957.6)  
 Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
- 18.3.1 Certificated Employees – WTA  
 18.3.2 Classified Employees – CSEA Chapter #556

**Trustee Yareli Mora left the meeting at 8:30 PM.**

**19.0 RECONVENE TO OPEN SESSION (9:44 PM)**

**Action Taken During Closed Session:**

- 19.1 Public Employee Performance Evaluation (Gov. Code 54957) (Information only)  
 Titles: Elementary Teachers (13 positions); Secondary Teachers (7 positions);  
 Learning Support Specialist (1 position)

**No Action Taken.**



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

**No Action Taken.**

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

**No Action Taken.**

**20.0 ADJOURNMENT (9:47 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, Lopez – aye, Mora – absent, GW Simmons – 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

**Checks Dated 12/01/2019 through 12/31/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00410375	12/06/2019	Amazon Capital Services Inc.	01-4300		403.84
00410376	12/06/2019	California's Valued Trust	01-3701	4,744.00	
			01-3702	714.00	
			01-9514	161,203.97	166,661.97
00410377	12/06/2019	Cheryl K. Von Flue The Learning Place	01-5800		4,500.00
00410378	12/06/2019	Durham Pentz Truck Center	01-5600		135.00
00410379	12/06/2019	EMCOR Services	01-5600		2,060.43
00410380	12/06/2019	Mendez, Lucila	01-5200		37.35
00410381	12/06/2019	Michelle C Hale	01-4300		7.98
00410382	12/06/2019	Mt Shasta Spring Water	01-4300		36.90
00410383	12/06/2019	US Bank Corporate Payment Sy	01-4300		96.69
00410588	12/13/2019	Amazon Capital Services Inc.	01-4300		1,186.75
00410589	12/13/2019	American Fidelity Admi Services	01-5800		212.80
00410590	12/13/2019	Bimbo Bakeries USA	13-4700		882.80
00410591	12/13/2019	Blick Art Materials	01-4300		835.98
00410592	12/13/2019	Bolias, Vangelis	01-5200		80.04
00410593	12/13/2019	Buttes Center State Pipe & Supply Co	01-4300	77.32	
			01-4400	2,013.36	2,090.68
00410594	12/13/2019	Candice Bersola-Vallejos	01-4300		126.41
00410595	12/13/2019	CAS Inspections Inc	21-6290		10,230.00
00410596	12/13/2019	Cascade Athletic Supply Co	01-4300		531.07
00410597	12/13/2019	Cintas Corporation	13-5500		210.75
00410598	12/13/2019	City of Williams	01-5800		14,524.25
00410599	12/13/2019	City of Williams	01-5510		3,819.83
00410600	12/13/2019	Clark & Sullivan Construction	21-6270		538,407.75
00410601	12/13/2019	Colusa County Farm Supply	01-4300	674.90	
			01-5800	6.47	681.37
00410602	12/13/2019	Colusa County Office of Education	01-5600		28,800.00
00410603	12/13/2019	Colusa Dairy	13-4700		269.76
00410604	12/13/2019	Colusa Unified School District	01-5800		3,640.00
00410605	12/13/2019	Crystal Creamery	13-4700		5,011.61
00410606	12/13/2019	Davies Oil Company Inc	01-4325		666.21
00410607	12/13/2019	Derivi Castallenos Architects Attn: Tina Barber Acct Manager	21-6210	5,573.14	
			35-6210	30,900.00	36,473.14
00410608	12/13/2019	Education Translations	01-5800		194.52
00410609	12/13/2019	Fagen Friedman & Fulfroost LLP Accounting Department	01-5870		221.00
00410610	12/13/2019	Fastenal Company	01-4300		8.66
00410611	12/13/2019	Floors By Ray	01-5600		2,050.00
00410612	12/13/2019	Flyers Energy LLC Dept # 34516	01-4325		1,293.66
00410613	12/13/2019	Garcia Hernandez Sawhney LLP	01-5870		3,252.50
00410614	12/13/2019	General Produce	13-4700		4,003.50
00410615	12/13/2019	Gold Star Foods Inc	13-4700		4,824.70
00410616	12/13/2019	Happy Valley Fresh Fruit Co	13-4700		346.00
00410617	12/13/2019	Harris School Solutions	13-5800		43.05

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 4

**Checks Dated 12/01/2019 through 12/31/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00410618	12/13/2019	HM Receivables Co LLC	01-5800		14,904.00
00410619	12/13/2019	Hust Bros Inc	01-4300		19.91
00410620	12/13/2019	Interquest Detection Canines	01-5800		710.00
00410621	12/13/2019	Israel Robinson	01-4300		1,350.00
00410622	12/13/2019	James Marta & Co LLP	01-5880		17,060.00
00410623	12/13/2019	JK Architecture Engineering	21-6210	12,521.25	
			35-6210	8,630.00	21,151.25
00410624	12/13/2019	Landmark Construction	21-6272		2,507.57
00410625	12/13/2019	Lilia's Interpreting Services	01-5800		3,016.82
00410626	12/13/2019	Manhart, Jennifer	01-9540		123.62
00410627	12/13/2019	Meridian Diesel	01-5600		1,021.67
00410628	12/13/2019	MJB Welding	01-5600		66.50
00410629	12/13/2019	Moore Education Resources	01-4300		362.65
00410630	12/13/2019	Mt Shasta Spring Water	01-4300	218.52	
			01-5510	125.85	
			01-5800	110.80	455.17
00410631	12/13/2019	O'Connell Ranch	13-4700		308.00
00410632	12/13/2019	Pacific Gas & Electric Company	01-5530	2,267.76	
			13-5530	152.82	2,420.58
00410633	12/13/2019	Papa Murphy's JRD Food Service lbc	13-4700		2,553.00
00410634	12/13/2019	Recology Butte Colusa Counties	01-5520		768.87
00410635	12/13/2019	Rideout Medical Assoc/Occ	01-5800		338.00
00410636	12/13/2019	Rivera Mendez, Noheli	01-9540		60.95
00410637	12/13/2019	SFS of Sacramento Inc	13-4300	2,051.70	
			13-4700	4,847.88	6,899.58
00410638	12/13/2019	Shadd Janitorial Supply	01-5600		99.54
00410639	12/13/2019	State of California Department of Justice	01-5821		194.00
00410640	12/13/2019	Stone Creek Engineering Inc	35-6272		45,071.78
00410641	12/13/2019	Stoots, Maryah	01-9540		63.44
00410642	12/13/2019	Tamco Capital Corporation	01-5600		1,676.60
00410643	12/13/2019	The Danielsen Co	13-4300	1,623.35	
			13-4700	11,655.06	13,278.41
00410644	12/13/2019	US Bank Corporate Payment Sy	01-4300	53.98	
			01-5200	4,337.54	
			01-5300	890.00	5,281.52
00410645	12/13/2019	Vangelis Bolias	01-5200		1,170.61
00410646	12/13/2019	Wallace Kuhl & Associates Inc	21-6240		9,052.75
00410647	12/13/2019	Waxie Sanitary Supplies	01-4300		1,102.35
00410648	12/13/2019	Williams Elementary/Middle School Student Body	01-5800		200.00
00410649	12/13/2019	Williams Hardware	01-4300		2,282.33
00410650	12/13/2019	Williams Pioneer Review	01-5820		156.00
00410651	12/13/2019	Williams Unified School District	01-9515		460.00
00410652	12/13/2019	Sierra Flowers	01-5800		1,716.00
00410867	12/20/2019	American Fidelity Admi Services	01-5800		212.80
00410868	12/20/2019	Buswest North	01-4300	39.75	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 4

**Checks Dated 12/01/2019 through 12/31/2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00410868	12/20/2019	Buswest North	01-5600	3,242.73	3,282.48
00410869	12/20/2019	California Association Future Farmers of America	01-4300		1,850.00
00410870	12/20/2019	Colusa County Office of Education	01-5800	22,653.17	
			01-7142	566,807.00	589,460.17
00410871	12/20/2019	Colusa Unified School District	01-5800		2,720.00
00410872	12/20/2019	Duenas, Francisca	01-5200		84.10
00410873	12/20/2019	EMCOR Services	01-5600		236.50
00410874	12/20/2019	Frontier	01-5900		2,027.59
00410875	12/20/2019	Garcia Hernandez Sawhney LLP	01-5870		1,936.30
00410876	12/20/2019	Heartland Payment Systems Inc Attn: NutriKids	13-5800		409.50
00410877	12/20/2019	HM Receivables Co LLC	01-5800		3,726.00
00410878	12/20/2019	HPLC, Inc	01-5800		18,795.00
00410879	12/20/2019	Landmark Construction	21-6272		48,334.52
00410880	12/20/2019	Mt Shasta Spring Water	01-4300		41.45
00410881	12/20/2019	Not Just A Tee Shirt	01-4300		17.16
00410882	12/20/2019	Ojeda, Jesus	01-5800		12.00
00410883	12/20/2019	Pupil Transportation Information	01-5800		8,965.00
00410884	12/20/2019	Recology Butte Colusa Counties	01-5520		2,317.60
00410885	12/20/2019	Shadd Janitorial Supply	01-5600		69.51
00410886	12/20/2019	Spurr	01-5530		758.60
00410887	12/20/2019	Thompson, Katherine	01-4300		52.32
00410888	12/20/2019	US Bank Corporate Payment Sy	01-4300	1,215.38	
			01-5200	565.00	1,780.38
00410889	12/20/2019	US Bank Equipment Finance	01-5650	124.36	
			13-5650	124.34	248.70
00410890	12/20/2019	US Bank Equipment Finance	01-5650		192.90
00410891	12/20/2019	Verizon Wireless	01-5900		1,466.44
00410892	12/20/2019	Veronica Robbins	01-5800		2,340.30
00410893	12/20/2019	Vistaprint Netherlands B.V.	01-4300		95.67
00410894	12/20/2019	Williams Unified School District	01-4300		294.56
00410895	12/20/2019	Williams Unified School District	01-9515		420.00
00410896	12/20/2019	Wright, Vera R	01-5200		58.00
00410897	12/20/2019	Ximenez Designs	01-5600		650.00
Total Number of Checks			105		<u>1,689,617.97</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund/county Sch.srv.fid	84	939,071.39
13	Cafeteria Fund	15	39,317.82
21	Building Fund	7	626,626.98
35	County School Facilities Fund	3	84,601.78

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 3 of 4

## Checks Dated 12/01/2019 through 12/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
		Total Number of Checks	105	1,689,617.97	
		Less Unpaid Tax Liability		.00	
		Net (Check Amount)		<u>1,689,617.97</u>	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 4 of 4

**Williams Middle School  
General Ledger Report  
Financial Report**

**9.3.1**

**From Date:** 11/1/2019  
**To Date:** 11/30/2019

**From Acct:** 1  
**To Account:** 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Upper Elementary School	\$1,645.22	\$0.30	(\$100.00)	\$0.00	\$1,545.52	\$0.00	\$1,545.52
000200	4th grade	\$1,622.32	\$0.00	\$0.00	\$0.00	\$1,622.32	\$0.00	\$1,622.32
000210	5th grade	\$6,458.47	\$0.00	\$0.00	\$0.00	\$6,458.47	\$0.00	\$6,458.47
000220	6th grade	\$73.19	\$0.00	\$0.00	\$0.00	\$73.19	\$0.00	\$73.19
000230	K-6 Playground	\$1,154.30	\$0.00	\$0.00	\$0.00	\$1,154.30	\$0.00	\$1,154.30
000310	Shady Creek	\$6,191.26	\$2,052.10	\$0.00	\$0.00	\$8,243.36	\$0.00	\$8,243.36
000600	Elementary Student Body	\$17,925.67	\$282.00	(\$2,192.93)	\$0.00	\$16,014.74	\$0.00	\$16,014.74
000620	3rd grade	\$506.46	\$0.00	\$0.00	\$0.00	\$506.46	\$0.00	\$506.46
000630	3rd grade Pioneers	\$83.09	\$0.00	\$0.00	\$0.00	\$83.09	\$0.00	\$83.09
000640	Elementary Garden Fund	\$246.36	\$0.00	\$0.00	\$0.00	\$246.36	\$0.00	\$246.36
000650	Elementary Library Club	\$94.13	\$0.00	\$0.00	\$0.00	\$94.13	\$0.00	\$94.13
<b>Group Total</b>		\$36,000.47	\$2,334.40	(\$2,292.93)	\$0.00	\$36,041.94	\$0.00	\$36,041.94
<b>Activity Accounts Grand Total</b>		\$36,000.47	\$2,334.40	(\$2,292.93)	\$0.00	\$36,041.94	\$0.00	\$36,041.94
<hr/>								
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$2,334.10	\$0.00	(\$2,334.10)	\$0.00	\$0.00	\$0.00
992	Checking	\$36,000.47	\$0.30	(\$2,292.93)	\$2,334.10	\$36,041.94	\$0.00	\$36,041.94
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>General Ledger Grand Total</b>		\$36,000.47	\$2,334.40	(\$2,292.93)	\$0.00	\$36,041.94	\$0.00	\$36,041.94

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: *Traci R. Rivera*Date: 12/10/19Principal: *David Taylor*Date: 12/12/19

**Williams Middle School**  
**Bank Reconciliation Report**

From Date: 11/1/2019

Checking Account

992

To Date: 11/30/2019

Ending Balance on Statement dated 11/30/2019 ->	\$36,041.94
Add: Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$0.00
Checking Cash Balance as of 11/30/2019	<u>\$36,041.94 ***</u>
Cash Balance for Checking as of 11/1/2019	\$36,000.47
Add: Total Deposits (Bank Deposits)	\$2,334.40
Less: Total Checks and Withdrawals	<u>(\$2,292.93)</u>
Computer Cash Balance as of 11/30/2019	<u>\$36,041.94 ***</u>

**Summary of Asset Accounts**

GL Acct	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$2,334.10	\$0.00	(\$2,334.10)	\$0.00
992	Checking	\$36,000.47	\$0.30	(\$2,292.93)	\$2,334.10	\$36,041.94 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>		<b>\$36,000.47</b>	<b>\$2,334.40</b>	<b>(\$2,292.93)</b>	<b>\$0.00</b>	<b>\$36,041.94</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper:

*Joni Rivera*

Date:

*12/10/19*

Principal:

*Anthony*

Date:

*12/13/19*

\*\*\* Entries Must match



November 25, 2019

Dr. Edgar Lampkin  
Williams Unified School District  
499 Marguerite Street, Suite C  
Williams, CA 95987

**RE: Potential Change Order # 137-99**  
**Williams MP Building- #1840**  
**Request to Use: Owner Contingency**  
**Number of Requested Days: 0**

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **137-99** for the following extra work: **Remove head flashings at doors**. We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Remove head flashings at doors	Omni	(\$5,351.00)
Mark-Up (5%)	Clark/Sullivan	(\$267.55)
<b>Owner Contingency</b>		<b>(\$5,618.55)</b>

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

**CLARK/SULLIVAN CONSTRUCTION**

**WILLIAMS UNIFIED SCHOOL DISTRICT**

*Michael Flores* 11-25-19

Authorized Representative

Date

*Edgar Lampkin* 12/4/19  
Authorized Representative Date

**JK ARCHITECTURE ENGINEERING**

*[Signature]* 11-25-19  
Authorized Representative Date



Project Name:	Williams MP Building	PCO No.	137-99
Project Address:	1404 E Street	Reference RFI No.	107
	Williams, CA	Job No.	1840
Contractor Name:	Clark/Sullivan	DSA File No.	
Contractor Address:	2150 Opportunity #150	DSA Application No.	
	Roseville, CA 95678	Date:	11/25/19

Subject: RFI 107 - Remove head flashing at doors

[illegible]

SUB WORK :											
Three	0	\$0.00	\$0.00	0		(\$5,351.00)	(\$5,351.00)	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
TOTAL			\$0.00				(\$5,351.00)				\$0.00
SUBTOTAL BEFORE MARK-UP								(\$5,351.00)			
SUBTOTAL								(\$5,351.00)			

[illegible]

NET SUBTOTALS		(\$5,351.00)
ADD MARK-UP (NET>0)	5% of the actual direct costs for OIRP	(\$267.55)
COST TOTAL		(\$5,618.55)

☒ Check here if additional pages attached



November 14, 2019

Po Thao  
Clark/Sullivan Construction  
2024 Opportunity Drive  
Roseville, CA 95678

PCO 01

Page 1 of 3

Subject: Williams Elementary School Multi-Purpose Building  
1404 E Street  
Williams, CA 95857

Omni Sheet Metal, Inc. is pleased to present our Proposal for the Added Architectural Sheet Metal work on the above referenced project. Our proposal is based on RFI # 107 dated 10/24/19 the Architectural Set of Plans "DSA Backcheck Submittal" dated 01/21/19 and Specifications "DSA Backcheck Submittal" dated 01/21/19. We have outlined our scope of work as follows:

#### SCOPE OF WORK

##### 07 62 00 SHEET METAL FLASHING AND TRIM

Omit the following:

1. Head Flashing at storefront window in 18-gage GSM per detail 5/A7.3.1.
2. One (1) Layer of SASM at above item.
3. Head Flashing at storefront door in 18-gage GSM per detail 9/A7.3.1.
4. One (1) Layer of SASM at above item.
5. Head Flashing at CMU door in 18-gage GSM per detail 13/A7.3.1.

##### EXCLUSIONS

Gutter at composite shingle roof in 22-gage GSM per details 1,2/A4.3.5.  
Downspouts at composite shingle roof gutter in 24-gage GSM per detail 1/A1.1.1.  
Rake Flashing at composite shingle roof in 22-gage GSM per detail 8/A4.3.5.  
Break Metal Trim at clerestory perimeter in 0.050" Prefinished Aluminum per details 1/A4.3.5; 15/A6.1.1.  
Break Metal Trim a rake in 0.050" Prefinished Aluminum per detail 12/A4.3.5.  
Fascia at roof system 2 roof edge in 0.050" Prefinished Aluminum per details 1,2/A4.3.4.  
Soffit to Wall Counterflashing at roof system 2 soffit in 20-gage Prefinished Steel per details 1,3/A4.3.4.  
Two Piece Water Collector at roof drain at roof system 2 per details 5,6,7,8,9,10,11/A4.3.4.  
Counter Flashing at roof to wall conditions at CMU wall in 22-gage GSM per details 9/A4.3.3; 13,14/A4.3.1.  
Premanufactured coping and fascia, Downspout Shower Heads, Downspout at roof system 2, Flashing poots at roof penetrations, exhaust fan flashing, Plywood, Densdeck, Roof Board, Elastomeric Flashing, Exterior Sheathing, Metal Decking, Insulation, Louvers, Demolition, Structural or Light Gage Framing, Plywood, Carpentry, Scaffolding, Painting, Plumbing, Electrical, Bonds, Permits, Fees, Special Inspections. Any Flashing or SASM not listed above.

##### CLARIFICATIONS

Omni Sheet Metal, Inc. is a certified union SBE.  
Prefinished Material colors to be chosen from one (1) of the specified manufacturer's standard colors.

(Continued)

BASE BID PRICING

07 62 00 SHEET METAL FLASHING AND TRIM..... (\$5,351)

We appreciate the opportunity to submit our proposal for additional work. Please call if you have questions or if we can be of further service. I look forward to the opportunity to work with you. This proposal is valid for a period of 60 days from time received.

Sincerely,

Omni Sheet Metal, Inc.



Matt Machado, Project Manager

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

# CHANGE ORDER PROPOSAL BACK UP

JOB NAME: Williams Elementary

OMNI Project No: 1318

REFERENCE: PCO 01

DESCRIPTION OF CHANGE:

PCO 90243

Date: 11/14/2019

## MATERIAL

		Cost	Amount
Arch Sheetmetal		\$ (413)	\$ (413)
Small Tools		\$ (268)	\$ (268)
Consumables		\$ (41,30)	\$ (41)
Sub-Total			\$ (722)
Sales Tax	9.25%		\$ (67)
			Material Sub-Total \$ (722)

## EQUIPMENT

		Cost	
ARCHITECTURAL		\$ -	\$ -
Sub-Total			\$ -
Sales Tax	9.25%		\$ -
			Equipment Sub-Total \$ -

MATERIAL & EQUIPMENT TOTAL \$ (722)

## HVAC & Sheetmetal

Superintendent	\$ 158.37	-2.00	\$ (317)
Foreman	\$ 144.81	-8.00	\$ (1,158)
Journeyman (field)	\$ 133.01	-8.00	\$ (1,064)
Foreman (shop)	\$ 144.81	-6.00	\$ (869)
Shop Supervision	\$ 158.37	0.00	\$ -
Apprentice	\$ 97.87	-4.00	\$ (391)
Driver	\$ 97.87	-2.00	\$ (196)
LABOR TOTALS		-30.00	\$ (3,995)

## SUBCONTRACTORS & OTHER

Subcontractors	Freight from Mfg.	\$ -
Subcontractors		\$ -
Drafting	0.0.0%	\$ -
Engineering	0.0.0%	\$ -
Lodging	0.0.0%	\$ -
Vehicles	0.0.0%	\$ -
Other	0.0.0%	\$ -
Bond	0.0.0%	\$ -
Warranty	0.0.0%	\$ -
	0.00% Total	\$ -
SUBCONTRACTORS & OTHER		TOTAL \$ -

TOTAL COSTS \$ (4,718)

OVERHEAD & MARK UP (15%) Omni Work

\$ (566)

OVERHEAD & MARK UP (5%) Subcontractors

N/A

GRAND TOTAL

\$ (5,351)

QUANTITY OF MATERIALS

120 lf

UNIT COST

\$ (44.59)



November 25, 2019

Dr. Edgar Lampkin  
Williams Unified School District  
499 Marguerite Street, Suite C  
Williams, CA 95987

**RE: Potential Change Order # 138-99**  
**Williams MP Building- #1840**  
**Request to Use: Owner Contingency**  
**Number of Requested Days: 0**

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **138-99** for the following extra work: **CCD #08 - Change in size for the in bldg. riser**. We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Fire Sprinklers – Change in size for the in bldg. riser & deletion of 4" check valve	Du-Mor Fire	\$345.40
Mark-Up (5%)	Clark/Sullivan	\$17.27
<b>Owner Contingency</b>		<b>\$362.67</b>

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

**CLARK/SULLIVAN CONSTRUCTION**

**WILLIAMS UNIFIED SCHOOL DISTRICT**

*Michael Flores* 11-25-19

Authorized Representative Date

*Edgar Lampkin* 12/4/19  
Authorized Representative Date

**JK ARCHITECTURE ENGINEERING**

*[Signature]* 11-25-19  
Authorized Representative Date

## PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	PCO No.	138-99
Project Address:	1404 E Street	Reference RFI No.	GS
	Williams, CA	Job No.	1840
Contractor Name:	Clark/Sullivan	DSA File No.	
Contractor Address:	2150 Opportunity #150	DSA Application No.	
	Roseville, CA 95678	Date:	11/25/19

Subject: CCD #08 / RFT 68 - Change in size for the in bldg. riser, etc.

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	\$ EXT	QTY	UNIT	U/P	\$ EXT	QTY	UNIT	U/P	\$ EXT
CONTRACTOR WORK:											
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00	\$0.00
TOTAL			\$0.00				\$0.00				\$0.00
SUBTOTAL BEFORE MARK-UP								\$0.00			

SUB WORK:										
Du-Mor Fire Systems	0	\$0.00	\$0.00	0		\$345.40	\$345.40	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00
TOTAL			\$0.00				\$345.40			\$0.00
SUBTOTAL BEFORE MARK-UP										\$345.40
SUBTOTAL										\$345.40

<b>DELETED WORK:</b>										
Contractor:	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
TOTAL			\$0.00				\$0.00			\$0.00
SUBTOTAL BEFORE MARK-UP									\$0.00	
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
	0	\$0.00	\$0.00	0		\$0.00	\$0.00	0		\$0.00 \$0.00
TOTAL			\$0.00				\$0.00			\$0.00
SUBTOTAL BEFORE MARK-UP									\$0.00	

NET SUBTOTALS		\$345.40
ADD MARK-UP (NET>0)	5% of the actual direct costs for OH&P	\$17.27
COST TOTAL		\$362.67

☒ Check here if additional pages attached

---

**CONTRACT CHANGE ORDER**

---

From:  
Du-Mor Fire Systems, Inc.  
17119 Placer Hills Road  
Meadow Vista CA 95722  
(530) 878-9055 Fax (530) 878-0206

08/12/2019

**DMF P/CO #2**  
**RFI 068**

To:  
Clark and Sullivan

Project:  
**Williams MP**

---

This added cost is for the change in size for the in building riser from 4" to 6" and the deletion of the 4" check valve.

Contract inclusions and exclusions are part of this.

Description	Price
New 6" In Building Riser	\$1,345.00
Deleted 4" In Building Riser	-\$1,056.00
Deleted 4" Check Valve	-\$165.00
Design- 2 Hours @ \$95	\$190.00
Sub Total	\$314.00
10% Profit	\$31.40
<b>TOTAL</b>	<b>\$345.40</b>



## APPLICATION FOR APPROVAL OF CONSTRUCTION CHANGE DOCUMENT - CCD CATEGORY A/B

This application is for construction changes, as defined in IR A-6, to approved contract documents. This form shall be completed by the Design Professional in General Responsible Charge of the project, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-338 (c) and in compliance with DSA IR A-6.

School District/Owner: <b>Williams Unified School District</b>	DSA File #: <b>6 - 22</b>
Project Name/School: <b>New Multipurpose Building</b>	DSA App. #: <b>02 - 117121</b>

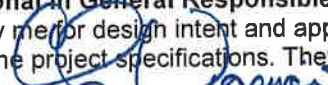
### APPLICANT

CCD Cat. <input checked="" type="checkbox"/> A / <input type="checkbox"/> B, # <b>08</b>	Date Submitted: <b>08/20/19</b>	Attached Pages?: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <b>3</b> pages)
For CCD Cat. B, this is a <input type="checkbox"/> voluntary submittal, <input type="checkbox"/> DSA required submittal (attach DSA notification requiring submission).		
Firm Name: <b>JK Architecture Engineering</b>	Contact Name: <b>Andrew Todd</b>	
Email: <b>andrew@jkaedesign.com</b>	Phone Number: <b>(530) 852-0308</b>	
Address: <b>11661 Blocker Drive Suite #220</b>		
City: <b>Auburn</b>	State: <b>CA</b>	Zip: <b>95603</b>
<input type="checkbox"/> A DSA 301-N, DSA 301-P, or 90-Day Letter has been issued for this project.		
<input checked="" type="checkbox"/> For project currently under construction.		
<input type="checkbox"/> To obtain DSA approval of existing uncertified building(s).		

### DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE

Name of Design Professional in General Responsible Charge: <b>Chris Vicencio</b>	
Professional License #: <b>C30650</b>	Discipline: <b>Architect of Record</b>

**Design Professional in General Responsible Charge Statement:** The attached Construction Change Documents have been examined by me for design intent and appear to meet the appropriate requirements of Title 24, California Code of Regulations and the project specifications. They are acceptable for incorporation into the construction of the project.

Signature: 

DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE

**CHECK THIS BOX:** ☒ To confirm that all CCD drawings and, when applicable, first sheet or index of calculations and specifications have been stamped and signed by the Responsible Design Professional listed on DSA 1 for this project.

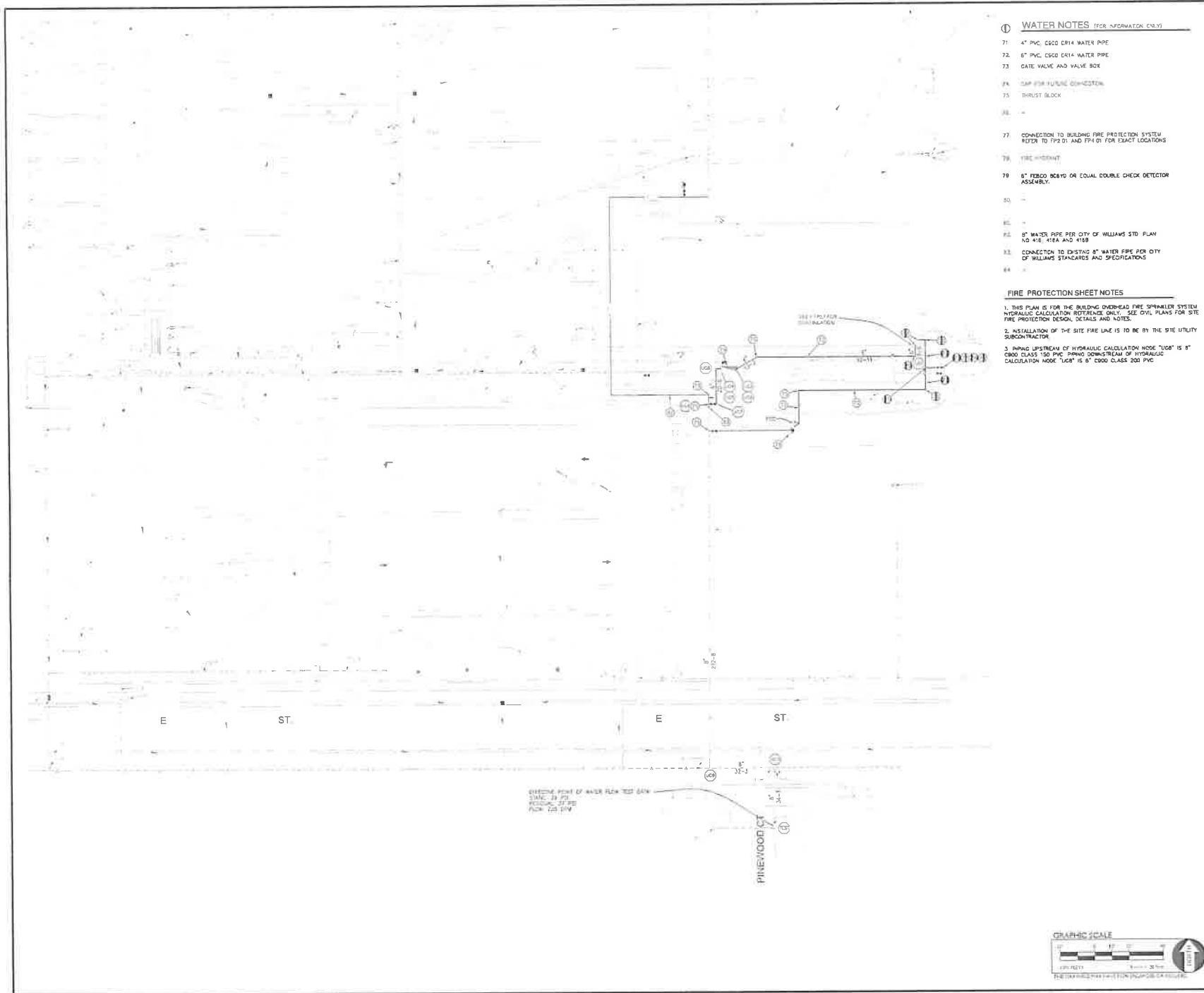
Brief description of construction change (attach additional sheets if needed):  
**Addition of drawing notation to clarify scope of fire line stub out.**

List of DSA approved drawings affected by this CCD: **FP1.0,FP2.1,FP4.1**

DSA USE ONLY		For business office use only	
SSS _____ Date _____	Approved / Disapproved / Not Req'd	Date Sent _____	
FLS _____ Date _____	Approved / Disapproved / Not Req'd	Return By _____	
ACS _____ Date _____	Approved / Disapproved / Not Req'd	Delivery Method _____	
Remarks _____			

APPROVED  
DIV. OF THE STATE ARCHITECT  
**APP.02-117121 INC:**  
REVIEWED FOR  
SS ☒ FLS ☒ ACS ☐  
DATE: **08/27/2019**





# ① WATER NOTES (FOR INFORMATION ONLY)

- 71. 4" PVC, CS60 DR14 WATER PIPE
- 72. 6" PVC, CS60 DR14 WATER PIPE
- 73. GATE VALVE AND VALVE BOX
- 74. SAMP FOR FUTURE CONNECTION
- 75. THRUST BLOCK
- 76. -
- 77. CONNECTION TO BUILDING FIRE PROTECTION SYSTEM REFER TO FP2-01 AND FP4-01 FOR EXACT LOCATIONS
- 78. FIRE HYDRANT
- 79. 6" PERGO 86410 OR EQUAL DOUBLE CHECK DETECTOR ASSEMBLY
- 80. -
- 81. -
- 82. 8" WATER PIPE PER CITY OF WILLIAMS STD. PLAN NO. 416, 416A AND 416B
- 83. CONNECTION TO EXISTING 8" WATER PIPE FOR CITY OF WILLIAMS STANDARDS AND SPECIFICATIONS
- 84. -

## FIRE PROTECTION SHEET NOTES

1. THIS PLAN IS FOR THE BUILDING OVERHEAD FIRE SPRINKLER SYSTEM HYDRAULIC CALCULATION REFERENCE ONLY. SEE CIVIL PLANS FOR SITE FIRE PROTECTION DESIGN, DETAILS AND NOTES.
2. INSTALLATION OF THE SITE FIRE LINE IS TO BE BY THE SITE UTILITY SUBCONTRACTOR.
3. PIPING UPSTREAM OF HYDRAULIC CALCULATION NODE "UGB" IS 8" CS60 CLASS 150 PVC PIPING DOWNSTREAM OF HYDRAULIC CALCULATION NODE "UGB" IS 6" CS60 CLASS 200 PVC.



		<b>CAPITAL</b> ENGINEERING CONSULTANTS, INC. 1001 10th Street, Suite 100 San Francisco, CA 94103 (415) 398-1000	
SEAL 		WILLIAMS UNIFIED SCHOOL DISTRICT WILLIAMS ELEMENTARY SCHOOL MULTI-PURPOSE BUILDING	
<b>FIRE PROTECTION SITE PLAN</b>		DATE: 11/11/11 DRAWN BY: J. G. G. CHECKED BY: J. G. G. APPROVED BY: J. G. G.	
SCALE: 1/8" = 1'-0" 1" = 12'-0"		<b>FP1.0</b>	

**JK ARCHITECTURE  
ENGINEERING**

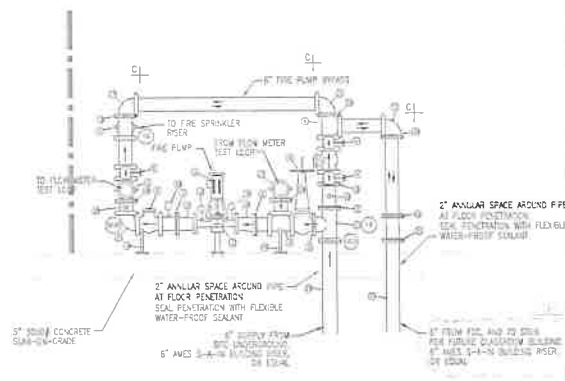
15100 PULVER RD  
SUITE 200  
TAMPA, FL 33613  
(813) 988-1122

11661 BUCKLE UP BLVD  
SUITE 200  
ALEXANDRIA, VA 22304  
(703) 461-1122

[WWW.JKENGINEERING.COM](http://WWW.JKENGINEERING.COM)

1 FIRE PROTECTION FLOOR PLAN

58

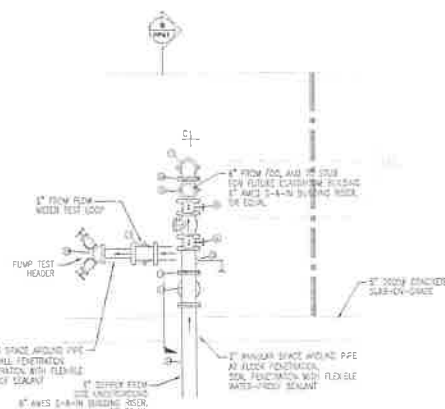


FIRE PUMP ELEVATION

SCALE  
1/2\"/>

**FIRE PUMP NOTES**

1. INSTALL THE FIRE PUMP AND RELATED EQUIPMENT FOR OVER SIGHT OF AN INSPECTOR.
2. THE FIRE PUMP IS A 500 GPM @ 150 PSI CAPACITY. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
3. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
4. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
5. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
6. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
7. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
8. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
9. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
10. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.
11. THE PUMP SHALL BE INSTALLED ON A CONCRETE FOUNDATION.



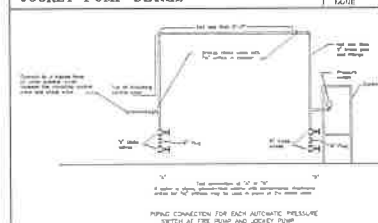
FIRE PUMP ELEVATION

SCALE  
1/2\"/>

**FIRE PUMP MATERIAL KEY NOTES**

1. CHANGES TO THE FIRE PUMP MATERIAL KEY SHALL BE APPROVED BY THE ARCHITECT.
2. CHANGES TO THE FIRE PUMP MATERIAL KEY SHALL BE APPROVED BY THE ARCHITECT.
3. CHANGES TO THE FIRE PUMP MATERIAL KEY SHALL BE APPROVED BY THE ARCHITECT.

**JOCKEY PUMP DETAIL**



Automatic Pressure Switch Piping

SCALE  
1/2\"/>

FIRE PUMP PLAN

SCALE  
1/2\"/>

FIRE PUMP ELEVATION

SCALE  
1/2\"/>

Automatic Pressure Switch Piping

SCALE  
1/2\"/>

1 FIRE PUMP PLAN

FIRE PROTECTION  
FIRE PUMP PLAN

**SchoolWorks, Inc.**

8331 Sierra College Blvd, 221  
 Roseville, CA 95661  
 Ph: (916) 733-0402  
 www.SchoolWorksGIS.com




---

Date:	Services Payable To:	Services Performed For:
August 7, 2019	SchoolWorks, Inc. 8331 Sierra College Blvd, 221 Roseville, CA 95661 Ph: (916) 733-0402 www.SchoolWorksGIS.com	Williams Unified School District 499 Marguerite St., Ste. C Williams, CA 95987-0007 Ph: (530) 473-2550

---

**LEVEL 1 DEVELOPER FEE JUSTIFICATION STUDY****Scope of Work**

SchoolWorks, Inc. shall prepare a Level 1 Developer Fee Study (Developer Fee Justification Study) to justify the statutory fee rates for both residential and for commercial/industrial development. School districts are authorized to collect these fees per Education Code Section 17620.

**Project Approach**

1. The current enrollment (2019/2020 CALPADS) and projected growth within the District's boundary is determined.
2. Determination of Local Student Generation Rates (Census data)
3. The impact of new developments is determined by analyzing the proposed development projects (Consultant will contact local County and City development and planning agencies) and calculating the estimated number of students that will be generated from new housing.
4. Existing facility capacity is derived from the baseline capacities approved by the State (SAB 50-02) along with any approved and funded projects that also increase the District's capacity.
5. The projected growth from developments is then loaded into existing facilities to the extent that there is available space.
6. Any unhoused students will generate a need for new facilities and an estimated cost is calculated, based on State allowances and local land values.

7. If any students from new development are to be housed in existing facilities, the need to modernize existing schools will be determined and the appropriate portion will be included in the facility cost.
8. The cost is then compared to the amount of projected new development (residential then commercial/industrial) to determine the amount of developer fees that are justified.

## Responsibilities of SchoolWorks, Inc.

---

- ✓ Prepare Developer Fee Justification Study pursuant to Government Code 66000, et. Seq. and Education Code 17621 (e) and 17622
- ✓ Assist the District with a timeline for adoption of new Developer Fees, including a **sample** Notice and **sample** Resolution for the Public Hearing
- ✓ Present Developer Fee Justification Study to the Board (*Extra Charge*)
- ✓ Attend public hearing and respond to questions (*Extra Charge*)

## District to Provide

---

1. Current 2019/2020 CALPADS information (broken down by school site and grade level)
2. Listing of developer fees collected over the past two (2) years (needs to include the amount paid and the square footage for each permit)
3. List of projects that the District will use the developer fees for
4. Latest audit report

## Level 1 Fee Rates

---

The Level 1 Fees are adjusted every two years to account for the changes in the construction cost index. The next adjustment will be made in January 2020.

	2018 Rates	2020 Rates
Residential	\$3.79	TBD
Commercial/Industrial	\$0.61	TBD

## Pricing

Item Description	Cost
Level 1 Developer Fee Study	\$2,750

If SchoolWorks, Inc presence is requested at a School Board meeting, the District will be billed at \$140 per hour plus travel time and expenses.

## Payment Schedule

The consulting fees will be billed upon completion of the Study. The amount is due within thirty (30) days of the date of the invoice. A late fee of 5% of the invoice amount will be charged if the amount due is not paid within sixty (60) days of the date of the invoice.

## Signed Contract

SchoolWorks, Inc. will contract to perform the tasks enumerated above for the prices indicated. Williams Unified School District is authorized to enter into this agreement by Government Code 53060. These services are chargeable to the District Capital Facility Funds.

**Williams Unified School District**

Edgar Lampkin  
Signature

Edgar Lampkin  
Name

Superintendent  
Title

Dec 9, 2019  
Date

**SchoolWorks, Inc.**

Ken Reynolds  
Signature

Ken Reynolds  
Name

President - SchoolWorks, Inc.  
Title

August 7, 2019  
Date

## Memorandum of Understanding

Between

**Colusa Unified School District  
(CUSD)**

and

**Williams Unified School District  
(WUSD)**

and

**Maxwell Unified School District  
(MUSD)**

### Amendment #1

This Memorandum of Understanding (MOU) Amendment #1 revises the terms and understanding between the participating School Districts to procure Registered Nurse services in meeting the needs of pupils and staff for the 2019/2020 school year. The parties, between September 12, 2019, and September 16, 2019, executed the original MOU.

#### **Changes to the Parties**

The MOU, beginning in November of 2019, will be between the parties of CUSD and WUSD. MUSD will no longer be participating in the MOU.

#### **New Language: Purpose Article, Item #5**

5. Generally, the Nurse will serve:
  - a. two (2) days (16 hours) each week in CUSD;
  - b. two (2) days (16 hours) each week in WUSD;
  - c. d. Any change to scheduled service time will first be agree upon by the Superintendent of the Districts involved.

#### **New Language: Funding Article**

Each district hereby agrees to pay their share of the bills from Accountable School Staffing. CUSD will pay Accountable School Staffing for the entire amount of each billing statement. CUSD will invoice WUSD for the actual number of hours worked times the consulting rate of \$80.00 per hour.

WUSD will receive an invoice monthly from CUSD, and agrees to reimburse CUSD within 15 days of receipt.

Signed this \_\_\_\_ day of \_\_\_\_\_ on behalf of CUSD by

\_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_ on behalf of WUSD by

\_\_\_\_\_

\_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_ on behalf of MUSD by

\_\_\_\_\_



## AGREEMENT (For Certain Consultant Services)

This agreement, made and entered into this 13<sup>th</sup> day of December, 2019, by and between Williams Unified School District, hereinafter referred to as WUSD, and Royal King Academy, hereinafter referred to as CONSULTANT.

### 1. RECITALS:

- A. The WUSD desires to provide music and dance instruction services for the Williams Elementary School and Williams Upper Elementary School students.
- B. CONSULTANT represents that he/she is specially trained, experienced and competent to perform or supervise special services, as enumerated in item 2A below.
- C. CONSULTANT acknowledges that WUSD executes this agreement in reliance on CONSULTANT'S hereinabove recited representations, and that WUSD would not execute this agreement if CONSULTANT did not so represent.

### 2. AGREEMENTS:

WUSD, in consideration of CONSULTANT'S promises contained in hereinafter recited agreements, and CONSULTANT, in consideration of WUSD'S promises contained hereinafter recited agreements, AGREE:

- A. CONSULTANT shall provide the following services to WUSD for **Williams Elementary and Williams Upper Elementary Schools.**

**Music and dance instruction to the students of Williams Elementary School and Williams Upper Elementary School from January 13, 2020 through January 23, 2020.**

### B. FINGERPRINT CERTIFICATION

CONSULTANT certifies that pursuant to Education Code section 45125.1, it has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the WUSD, pursuant to the Agreement and that none have been convicted of serious or violent felonies, as specified in Penal Code sections 1192.79(c) and 667.5(c), respectively.

CONSULTANT further certifies that if an employee providing services to the WUSD is subsequently convicted of a serious or violent felony, as specified, that employee will immediately cease performing services to the WUSD, and CONSULTANT will immediately provide notice to the WUSD of the conviction.

As further required by Education Code section 45125.1, CONSULTANT will provide the WUSD with a list of all employees providing services pursuant to this Agreement, and designate to which sites they will be assigned. Failure to comply with this contractual obligation prior to January 13, 2020 may, at the WUSD's sole discretion, be deemed to constitute termination of this Agreement.

#### C. TB TESTING CERTIFICATION

CONSULTANT certifies that its employees have a valid TB test (Section 49406, California Education Code) by a physician or public healthcare provider **within the last sixty days** on file. CONSULTANT also certifies that none of the employees of the entity who may come in contact with pupils/staff have tested positive as defined in Education Code Section 49406.

CONSULTANT will attach a list of names of employees who may come in contact with pupils/staff at WUSD sites, as required by Education Code 49406. At any point in time, proof of examination will be provided upon request to the WUSD.

#### D. MANDATED REPORTER TRAINING CERTIFICATION

CONSULTANT certifies that pursuant to AB 1432, it will require all employees providing services to students of the WUSD to complete the Child Abuse/Mandated Reporting training prior to providing services and annually thereafter at the start of each school year. Employees must submit proof of completion of training to the WUSD prior to providing services.

#### E. ASSIGNMENT/SUBCONTRACTING:

CONSULTANT may not assign or subcontract his/her responsibility hereunder, it hereby being expressly acknowledged by parties that CONSULTANT'S expertise is unique.

#### F. RELATIONSHIP OF PARTIES:

It is specifically understood and agreed that CONSULTANT is an independent contractor and not subject to the direction and control of WUSD except as a final result. CONSULTANT shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, applicable withholding taxes and Social Security. CONSULTANT agrees to indemnify and hold WUSD harmless from any liability which may be incurred to the Federal or State Governments as a result of this contract.

#### G. LIABILITY:

CONSULTANT shall indemnify, hold harmless and defend the WUSD, its officers, agents and employees from and against any and all claims, demands, actions, liabilities or law suits which may arise or be asserted or incurred, based, in whole or in part, upon the acts or omissions of CONSULTANT or CONSULTANT'S officers, agents or employees.

#### H. PERFORMANCE:

CONSULTANT shall devote such time and effort as may be necessary for satisfactory performance of CONSULTANT'S obligations hereunder. CONSULTANT shall perform all services required hereunder in a good and workmanlike manner and shall conform to the standards of quality, practice and competence normally displayed by a person in CONSULTANT'S business or profession in this area.

#### I. PAYMENT:

CONSULTANT shall submit invoices reflecting time spent. WUSD shall pay CONSULTANT at the rate of \$4,500.00 per site not to exceed a total of \$9,000.00.

Payment for services rendered shall be picked up by the CONSULTANT on January 24, 2020.

CONSULTANT shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, applicable withholding taxes, required retirement contributions, and Social Security.

#### J. AMENDMENTS:

EXCEPT as provided herein, the body of this agreement together with any exhibits attached hereto, fully expresses all understanding of the parties concerning all matters covered and shall constitute the total agreement. Except as provided herein, no addition to, or alterations of the terms of this agreement, whether by written or verbal understanding of the parties their officers, agents or employees shall be valid unless made in the form of a written amendment to this agreement which if formally approved and executed by parties or their successors in office or interest.

#### K. NOTICE:

Any notice to be given parties to this agreement may be given personally or by depositing same postmarked and registered in the United States Mail, postage prepaid, and addressed to CONSULTANT or WUSD or their designated representatives, as applicable, at the last known address of either.

#### L. TERM

This agreement shall commence on January 13, 2020 and terminated on January 24, 2020, unless sooner cancelled by either party upon thirty (30) days written notice to the other of such intent.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year hereinabove set forth.

WILLIAMS UNIFIED SCHOOL DISTRICT:

Williams Unified School District  
PO Box 7  
499 Marguerite Street  
Williams, CA 95987

BY: \_\_\_\_\_  
Dr. Edgar Lampkin, Superintendent

Date: \_\_\_\_\_

CONSULTANT:

Royal King Academy  
4726 Petaluma Ave  
Lakewood, CA 90713

\_\_\_\_\_  
Tax Identification Number

BY: \_\_\_\_\_  
Signature

Roselio Viramontez  
Printed Name and Title

Date: Dec 19, 2019

**WILLIAMS UNIFIED SCHOOL DISTRICT**

499 Marguerite St., Ste. C / P.O. Box 7, Williams, CA 95987

530-473-2550 OFFICE ~ 530-473-5894 FAX

**CLASSIFIED SUBSTITUTE EMPLOYEE LIST 2019-2020**

<b>Employee Name</b>	<b>Phone</b>	<b>Substitute Position(s)</b>
Baker, Theresa	707-486-7901	Substitute Assistant Cook
Camberos, Maria	530-473-2026	Substitute Student Supervisor
Covarrubias, Heather	530-635-2640	Substitute District Translator
Duenas, Andre	530-635-7065	Substitute Custodian Substitute Student Supervisor
Hernandez, Lincy	530-501-0449	Substitute Student Supervisor
Hirschfield, Kaylene	530-701-6498	Substitute Assistant Cook
Lemus, Alma	530-473-3057	Substitute Assistant Cook
Linn, Mary Ann	530-701-9080	Substitute ASES Paraeducator Substitute Student Supervisor
Ojeda, Lupe	530-473-2319	Substitute Parent Conference Translator
Ornelas, Beatriz	530-635-3422	Substitute Cafeteria Substitute Student Supervisor
Rivera, Hermelinda	530-501-3173	Substitute Student Supervisor
Sanchez, Margarita	510-695-0585	Substitute Student Supervisor
Suarez Garcia, Cesar	530-393-9004	Substitute Custodian/Grounds
Swift, Angelique	530-501-3176	Substitute Student Supervisor Substitute ASES Paraeducator
Torres, Sujey	530-812-2960	Substitute ASES Paraeducator

---

 Approved Date

---

 Superintendent Signature

Rev. January 2, 2020

**2019-2020****Incoming**

Colusa	12
Konocti	2
Maxwell	7
Pierce	4
Princeton	<u>1</u>
Total	26

**Outgoing**

Coastal Buttes	1
Colusa	54
Community	1
Home School	2
Maxwell	27
Meridian	2
Pierce	69
Princeton	9
Sutter Charter	5
Vacaville	2
Willows	2
Woodland	<u>1</u>
Total	175

R: 1/7/2020

## WUSD Inter District Transfers 2019-2020

UPDATED

1/7/2020

STU I.D.	#	GR	FROM	TO	Child	Employ.	Sibling	Other	Senior	Renewal Letters	New 2019-20	Verif. Ltr. Mailed 2019-20	A/approved D/denied V/verified 2019-20	1st Year IDT
Incoming	1	9	Colusa	Williams		1				1			A 10/4/19	
Incoming	2	4	Colusa	Williams		1				1			A 10/4/19	
Incoming	3	1	Colusa	Williams	1						1	New for 2019-20	A 10/30/19	New for 2019-20
Incoming	4	12	Princeton	Williams				1	1				A 10/31/19	
Incoming	5	6	Colusa	Williams	1					1			A 10/16/19	New for 2018-19
Incoming	6	9	Colusa	Williams	1					1			A 10/16/19	New for 2018-19
Incoming	7	12	Pierce	Williams				1	1				A 9/17/19	
Incoming	8	9	Maxwell	Williams	1						1	New for 2019-20	A 10/22/19	New for 2019-20
Incoming	9	11	Colusa	Williams				1		1				
Incoming	10	K	Maxwell	Williams	1						1	New for 2019-20	A 3/6/19	New for 2019-20
Incoming	11	2	Maxwell	Williams		1				1				
Incoming	12	12	Colusa	Williams		1			1					
Incoming	13	1	Colusa	Williams		1				1				New for 2018-19
Incoming	14	2	Konocti	Williams		1					1	New for 2019-20	A 11/6/19	New for 2019-20
Incoming	15	2	Konocti	Williams		1					1	New for 2019-20	A 11/6/19	New for 2019-20
Incoming	16	6	Colusa	Williams				1			1	New for 2019-20	A 8/6/19	New for 2019-20
Incoming	17	5	Maxwell	Williams	1						1	New for 2019-20	A 10/16/19	New for 2019-20
Incoming	18	12	Pierce	Williams		1			1			New for 2019-20	A 10/24/19	New for 2019-20
Incoming	19	8	Pierce	Williams		1					1	New for 2019-20	A 10/24/19	New for 2019-20
Incoming	20	9	Maxwell	Williams		1				1			A 10/16/19	New for 2018-19
Incoming	21	10	Colusa	Williams		1				1			A 10/30/19	New for 2018-19
Incoming	22	11	Pierce	Williams				1		1				
Incoming	23	10	Colusa	Williams				1		1			A 8/2/19	New for 2018-19
Incoming	24	6	Maxwell	Williams		1					1	New for 2019-20	A 10/16/19	New for 2019-20
Incoming	25	4	Maxwell	Williams		1					1	New for 2019-20	A 10/16/19	New for 2019-20
Incoming	26	TK	Colusa	Williams		1					1	New for 2019-20	A 7/30/19	New for 2019-20
Outgoing	1	7	Williams	Pierce				1		1		2/11/2019	A 2/27/19	
Outgoing	2	3	Williams	Pierce	1					1		2/11/2019	A 2/27/19	
Outgoing	3	K	Williams	Pierce	1						1	New for 2019-20	A 4/3/19	New for 2019-20
Outgoing	4	1	Williams	Princeton		1				1		2/11/2019	A 3/28/19	New for 2018-19
Outgoing	5	1	Williams	Pierce	1					1		3/13/2019	A 3/28/19	New for 2018-19
Outgoing	6	8	Williams	Pierce		1					1	New for 2019-20	A 9/3/19	New for 2019-2020
Outgoing	7	10	Williams	Pierce		1					1	New for 2019-20	A 12/18/19	New for 2019-20
Outgoing	8	7	Williams	Pierce		1					1	New for 2019-20	A 12/18/19	New for 2019-20
Outgoing	9	9	Williams	Pierce		1					1	New for 2019-20	A 12/18/19	New for 2019-20
Outgoing	10	10	Williams	Meridian				1		1		2/11/2019		
Outgoing	11	5	Williams	Colusa		1				1		2/11/2019	A 5/17/19	
Outgoing	12	10	Williams	Colusa		1				1		2/11/2019	A 5/17/19	
Outgoing	13	8	Williams	Maxwell				1			1	New for 2019-20	A 8/22/19	New for 2019-20
Outgoing	14	6	Williams	Princeton				1			1	New for 2019-20	A 9/9/19	New for 2019-20

WUSD Inter District Transfers 2019-2020

Outgoing	15	8	Williams	Colusa			1			1	2/11/2019	A 2/15/19	
Outgoing	16	10	Williams	Colusa			1			1	2/11/2019	A 2/15/19	
Outgoing	17	8	Williams	Colusa		1				1	2/11/2019	A 3/18/19	
Outgoing	18	9	Williams	Colusa						1	2/11/2019	A 3/13/19	
Outgoing	19	6	Williams	Colusa	1					1	2/11/2019	A 3/13/19	
Outgoing	20	8	Williams	Colusa						1	2/11/2019	A 5/20/19	
Outgoing	21	10	Williams	Pierce		1				1	Verified	A 1/9/19	
Outgoing	22	7	Williams	Home School				1		1	2/11/2019	V 5/31/19	Spoke to Mom 5/31/19-
Outgoing	23	9	Williams	Colusa				1		1	2/11/2019		
Outgoing	24	8	Williams	Pierce		1				1	2/11/2019		
Outgoing	25	11	Williams	Pierce		1				1	2/11/2019		
Outgoing	26	7	Williams	Pierce		1				1	2/11/2019		
Outgoing	27	1	Williams	Pierce	1					1	2/11/2019	A 3/28/19	
Outgoing	28	12	Williams	Pierce		1		1		1	2/11/2019	A 2/27/19	
Outgoing	29	8	Williams	Pierce		1				1	2/11/2019	A 2/27/19	
Outgoing	30	7	Williams	Meridian				1		1	2/11/2019		
Outgoing	31	12	Williams	Colusa				1	1	1	2/11/2019	A 2/15/19	
Outgoing	32	4	Williams	Pierce			1			1	New for 2019-20	A 8/12/19	
Outgoing	33	8	Williams	Pierce	1					1	2/11/2019	A 4/24/19	New for 2018-19
Outgoing	34	12	Williams	Princeton				1	1	1	New for 2019-20	A 9/3/19	New for 2019-20
Outgoing	35	K	Williams	Pierce	1					1	New for 2019-20	A 5/21/19	New for 2019-20
Outgoing	36	5	Williams	Colusa		1				1	2/11/2019	A 3/28/19	
Outgoing	37	10	Williams	Colusa		1				1	2/11/2019	A 3/28/19	
Outgoing	38	8	Williams	Pierce		1				1	2/11/2019	A 3/7/19	
Outgoing	39	4	Williams	Sutter Charter		1				1	2/11/2019	V 9/4/19	
Outgoing	40	4	Williams	Maxwell	1					1	2/11/2019	A 2/25/19	
Outgoing	41	6	Williams	Maxwell	1					1	2/11/2019	A 2/25/19	
Outgoing	42	11	Williams	Sutter Charter				1		1	2/11/2019	V 2/26/19	
Outgoing	43	9	Williams	Sutter Charter				1		1	2/11/2019	V 2/26/19	
Outgoing	44	5	Williams	Pierce	1					1	2/11/2019	A 3/14/19	
Outgoing	45	7	Williams	Pierce	1					1	2/11/2019	A 3/14/19	
Outgoing	46	2	Williams	Pierce		1				1	2/11/2019		New for 2018-19
Outgoing	47	7	Williams	Colusa		1				1	2/11/2019	A 2/15/19	New for 2018-19
Outgoing	48	5	Williams	Colusa		1				1	2/11/2019	A 2/15/19	New for 2018-19
Outgoing	49	5	Williams	Pierce		1				1	New for 2019-20	A 8/12/19	New for 2019-20
Outgoing	50	1	Williams	Pierce		1				1	New for 2019-20	A 8/12/19	New for 2019-20
Outgoing	51	3	Williams	Pierce		1				1	New for 2019-20	A 8/12/19	New for 2019-20
Outgoing	52	10	Williams	Vacaville		1				1	2/11/2019		
Outgoing	53	10	Williams	Vacaville		1				1	2/11/2019		
Outgoing	54	11	Williams	Colusa		1				1	2/11/2019		
Outgoing	55	9	Williams	Colusa		1				1	2/11/2019		
Outgoing	56	3	Williams	Willows	1					1	2/11/2019	A 4/9/19	
Outgoing	57	9	Williams	Princeton				1		1	2/11/2019	A 8/15/19	New for 2018-19
Outgoing	58	10	Williams	Princeton				1		1	2/11/2019	A 8/15/19	New for 2018-19
Outgoing	59	6	Williams	Willows	1					1	2/11/2019	A 4/9/19	



## WUSD Inter District Transfers 2019-2020

Outgoing	60	8	Williams	Princeton			1		1	2/11/2019	A 8/15/19	New for 2018-19
Outgoing	61	5	Williams	Colusa	1				1	2/11/2019		New for 2018-19
Outgoing	62	12	Williams	Woodland	1			1		2/11/2019		
Outgoing	63	K	Williams	Colusa	1					2/11/2019		
Outgoing	64	8	Williams	Colusa	1					New for 2019-20	A 4/12/19	New for 2019-20
Outgoing	65	4	Williams	Colusa	1					2/11/2019		
Outgoing	66	7	Williams	Maxwell			1			2/11/2019		
Outgoing	67	4	Williams	Maxwell		1				New for 2019-20	A 9/16/19	New for 2019-20
Outgoing	68	3	Williams	Pierce		1				New for 2019-20	A 9/16/19	New for 2019-20
Outgoing	69	5	Williams	Pierce						2/11/2019	A 2/27/19	New for 2018-19
Outgoing	70	2	Williams	Pierce	1					2/11/2019	A 6/24/19	
Outgoing	71	12	Williams	Colusa	1			1	1	2/11/2019		
Outgoing	72	6	Williams	Maxwell	1					2/11/2019	A 8/1/19	
Outgoing	73	5	Williams	Maxwell	1					2/11/2019	A 8/1/19	
Outgoing	74	6	Williams	Maxwell	1					2/11/2019	A 8/1/19	
Outgoing	75	10	Williams	Colusa			1			2/11/2019	A 3/4/19	
Outgoing	76	12	Williams	Colusa	1			1		2/11/2019	A 3/4/19	
Outgoing	77	11	Williams	Colusa		1				2/11/2019	A 3/18/19	
Outgoing	78	10	Williams	Maxwell			1			2/11/2019	A 4/5/19	
Outgoing	79	10	Williams	Maxwell			1			2/11/2019	A 4/5/19	
Outgoing	80	9	Williams	Maxwell			1			2/11/2019	A 4/5/19	
Outgoing	81	1	Williams	Maxwell	1					2/11/2019	A 2/28/19	
Outgoing	82	7	Williams	Maxwell	1					2/11/2019	A 2/28/19	
Outgoing	83	3	Williams	Pierce	1					2/11/2019	A 3/7/19	
Outgoing	84	3	Williams	Maxwell	1					2/11/2019	A 2/28/19	
Outgoing	85	5	Williams	Pierce	1					2/11/2019	A 3/7/19	
Outgoing	86	1	Williams	Maxwell			1			New for 2019-20	A 10/8/19	New for 2019-20
Outgoing	87	8	Williams	Colusa	1					New for 2019-20	A 8/13/19	New for 2019-20
Outgoing	88	11	Williams	Home School			1			New for 2019-20	V 10/7/19	New for 2019-20
Outgoing	89	5	Williams	Maxwell			1			2/11/2019	A 2/25/19	
Outgoing	90	2	Williams	Pierce	1					New for 2019-20	A 10/22/19	New for 2019-20
Outgoing	91	K	Williams	Pierce			1			New for 2019-20	A 8/12/19	New for 2019-20
Outgoing	92	7	Williams	Pierce	1					2/11/2019	A 7/30/19	New for 2018-19
Outgoing	93	12	Williams	Colusa			1	1		2/11/2019	A 8/9/19	
Outgoing	94	9	Williams	Pierce	1					2/11/2019	A 7/30/19	New for 2018-19
Outgoing	95	5	Williams	Coastal Buttes			1			2/11/2019		
Outgoing	96	4	Williams	Colusa	1					2/11/2019	A 8/13/19	
Outgoing	97	1	Williams	Colusa	1					2/11/2019	A 8/13/19	New for 2018-19
Outgoing	98	12	Williams	Pierce	1			1		2/11/2019	A 3/7/19	
Outgoing	99	12	Williams	Pierce		1		1		2/11/2019	A 3/7/19	
Outgoing	100	9	Williams	Colusa	1					New for 2019-20	A 8/6/19	New for 2019-20
Outgoing	101	7	Willams	Colusa	1					2/11/2019	A 3/18/19	
Outgoing	102	9	Williams	Colusa	1					2/11/2019	A 3/18/19	
Outgoing	103	7	Williams	Maxwell			1			New for 2019-20	A 10/7/19	New for 2019-20
Outgoing	104	K	Williams	Pierce	1					New for 2019-20	A 4/8/19	New for 2019-20

## WUSD Inter District Transfers 2019-2020

Outgoing	105	11	Williams	Sutter Peak				1							2/11/2019		
Outgoing	106	8	Williams	Sutter Peak				1							2/11/2019		
Outgoing	107	4	Williams	Pierce											2/11/2019	A 2/27/19	
Outgoing	108	2	Williams	Pierce											2/11/2019	A 2/27/19	
Outgoing	109	9	Williams	Colusa											2/11/2019	A 4/5/19	
Outgoing	110	2	Williams	Pierce											New for 2019-20	A 12/18/19	New for 2019-20
Outgoing	111	3	Williams	Pierce											2/11/2019	A 5/6/19	New for 2018-19
Outgoing	112	8	Williams	Pierce											2/11/2019	A 5/6/19	New for 2018-19
Outgoing	113	2	Williams	Pierce											2/11/2019	A 2/21/19	New for 2018-19
Outgoing	114	1	Williams	Pierce											2/11/2019		New for 2018-19
Outgoing	115	12	Williams	Colusa											2/11/2019		
Outgoing	116	11	Williams	Colusa											2/11/2019	A 3/4/19	
Outgoing	117	10	Williams	Pierce											2/11/2019	A 4/8/19	
Outgoing	118	12	Williams	Colusa											2/11/2019		
Outgoing	119	8	Williams	Colusa											2/11/2019		New for 2018-19
Outgoing	120	K	Williams	Colusa											New for 2019-20	A 3/14/19	New for 2019-20
Outgoing	121	1	Williams	Colusa											2/11/2019	A 3/27/19	
Outgoing	122	1	Williams	Colusa											2/11/2019	A 3/28/19	
Outgoing	123	2	Williams	Maxwell											2/11/2019		New for 2018-19
Outgoing	124	10	Williams	Colusa											2/11/2019	A 3/18/19	
Outgoing	125	4	Williams	Pierce											New for 2019-20	A 12/11/19	New for 2019-20
Outgoing	126	2	Williams	Pierce											New for 2019-20	A 12/11/19	New for 2019-20
Outgoing	127	K	Williams	Pierce											New for 2019-20	A 3/7/19	New for 2019-20
Outgoing	128	11	Williams	Colusa											2/11/2019		
Outgoing	129	12	Williams	Princeton											2/11/2019		New for 2018-19
Outgoing	130	8	Williams	Pierce											2/11/2019	A 8/5/19	New for 2018-19
Outgoing	131	1	Williams	Colusa											2/11/2019	A 3/28/19	New for 2018-19
Outgoing	132	12	Williams	Pierce											2/11/2019	A 8/5/19	New for 2018-19
Outgoing	133	6	Williams	Pierce											2/11/2019	A 8/5/19	New for 2018-19
Outgoing	134	4	Williams	Pierce											2/11/2019	A 8/5/19	New for 2018-19
Outgoing	135	3	Williams	Princeton											2/11/2019	A 5/30/19	
Outgoing	136	9	Williams	Princeton											2/11/2019	A 5/30/19	
Outgoing	137	K	Williams	Pierce											2/11/2019	A 5/31/19	New for 2018-19
Outgoing	138	8	Williams	Colusa											2/11/2019	A 4/5/19	
Outgoing	139	10	Williams	Pierce											2/11/2019	A 4/10/19	
Outgoing	140	8	Williams	Pierce											2/11/2019	A 4/10/19	
Outgoing	141	12	Williams	Pierce											New for 2019-20	A 9/6/19	New for 2019-2020
Outgoing	142	1	Williams	Maxwell											2/11/2019	A 2/28/19	
Outgoing	143	3	Williams	Maxwell											2/11/2019	A 2/28/19	
Outgoing	144	K	Williams	Maxwell											New for 2019-20	A 6/3/19	New for 2019-20
Outgoing	145	12	Williams	Pierce											2/11/2019	A 2/21/19	
Outgoing	146	7	Williams	Pierce											2/11/2019	A 2/21/19	
Outgoing	147	3	Williams	Pierce											2/11/2019	A 2/21/19	New for 2018-19
Outgoing	148	K	Williams	Pierce											New for 2019-20	A 2/27/19	New for 2019-20
Outgoing	149	TK	Williams	Pierce											New for 2019-20	A 4/12/19	New for 2019-20

WUSD Inter District Transfers 2019-2020

Outgoing	150	12	Williams	Colusa		1		1		2/11/2019	A 5/13/19	
Outgoing	151	2	Williams	Colusa	1				1	2/11/2019	A 8/12/19	New for 2018-19
Outgoing	152	4	Williams	Colusa	1				1	2/11/2019	A 8/12/19	New for 2018-19
Outgoing	153	TK	Williams	Colusa			1			New for 2019-20	A 10/11/19	New for 2019-2020
Outgoing	154	2	Williams	Colusa			1			New for 2019-20	A 10/11/19	New for 2019-20
Outgoing	155	4	Williams	Pierce		1			1	2/11/2019	A 3/28/19	New for 2018-19
Outgoing	156	4	Williams	Maxwell	1				1	2/11/2019		
Outgoing	157	9	Williams	Maxwell	1				1	2/11/2019		
Outgoing	158	9	Williams	Pierce		1			1	2/11/2019	A 2/27/19	
Outgoing	159	6	Williams	Pierce		1			1	2/11/2019	A 2/27/19	
Outgoing	160	10	Williams	Colusa		1			1	2/11/2019	A 4/5/19	
Outgoing	161	10	Williams	Colusa		1			1	2/11/2019	A 5/13/19	
Outgoing	162	2	Williams	Colusa			1		1	2/11/2019		
Outgoing	163	12	Williams	Pierce			1	1		New for 2019-20	A 8/12/19	New for 2019-20
Outgoing	164	4	Williams	Maxwell		1			1	2/11/2019	A 4/8/19	
Outgoing	165	6	Williams	Maxwell		1			1	2/11/2019	A 4/8/19	
Outgoing	166	10	Williams	Colusa	1				1	2/11/2019		New for 2018-19
Outgoing	167	6	Williams	Colusa	1				1	2/11/2019		New for 2018-19
Outgoing	168	5	Williams	Colusa		1			1	2/11/2019		
Outgoing	169	1	Williams	Pierce		1			1	2/11/2019	A 2/21/19	New for 2018-19
Outgoing	170	3	Williams	Pierce	1				1	2/11/2019	A 7/29/19	New for 2018-19
Outgoing	171	6	Williams	Pierce	1				1	2/11/2019	A 7/29/19	New for 2018-19
Outgoing	172	12	Williams	Maxwell		1		1		2/11/2019	A 4/8/19	New for 2018-19
Outgoing	173	10	Williams	Maxwell		1			1	2/11/2019	A 4/8/19	
Outgoing	174	1	Williams	Pierce		1			1	2/11/2019		New for 2018-19
Outgoing	175	11	Williams	Community			1		1	2/11/2019	A 5/25/19	

COLOR KEY:	
changes since last report	
Senior in 2019-20	22
Renewal letter(s) sent	135
New ID transfers for	44
TOTALS	201

	43	94	12	52	
	Child	Employ.	Sibling	Other	
Incoming	26				
Outgoing				175	

22 135 44 201

## POLICY GUIDE SHEET

December 2019

Page 1 of 4

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

**BP 2121 - Superintendent's Contract**

(BP revised)

Policy updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

**BP 3600 - Consultants**

(BP revised)

Policy updated to reflect **NEW LAW (AB 5)** which codifies a three-part test, established in *Dynamex Operations West Inc. v. Superior Court of Los Angeles*, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor.

**AR 4030 - Nondiscrimination in Employment**

(AR revised)

Regulation updated to reflect **NEW LAW (SB 778)** which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects **NEW LAW (AB 9)** which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

**BP 4033 - Lactation Accommodation**

(BP revised)

Policy updated to reflect **NEW LAW (SB 142)** which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

**BP 4151/4251/4351 - Employee Compensation**

(BP revised)

Policy updated to clarify that, in determining whether an executive, administrative, or professional employee is exempt from overtime rules, the salary threshold established by state law supersedes the threshold established by federal law (as raised by new federal rule September 24, 2019). Policy also deletes complex information on Internal Revenue Service forms that must be completed by employees who earn compensation over 9 or 10 months but elect to spread salary payments over 12 months, thereby creating "deferred compensation."

## POLICY GUIDE SHEET

December 2019

Page 2 of 4

### BP/AR 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)

(BP revised; AR deleted)

Policy updated to clarify that dismissal of probationary classified employees may be done without cause, delete detailed procedures for disciplinary proceedings, and reflect due process rights that must be granted to permanent employees based on the court decision in *Skelly v. State Personnel Board*. Regulation deleted and districts encouraged to replace or supplement these materials with the rules of their personnel commission.

### BP/AR 5116.1 - Intradistrict Open Enrollment

(BP/AR revised)

Policy and regulation updated to delete material related to transfers under the state Open Enrollment Act and federal Program Improvement, as those programs are no longer operational. Policy also reflects **NEW LAW (AB 1127)** which requires districts to approve an intradistrict transfer request for a student who is a victim of bullying, as defined. Optional item added for districts electing to offer intradistrict transfers to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), in which case priority must be given to the lowest achieving students from low-income families. Regulation revised to clarify timelines for transfers out of schools identified by CDE as "persistently dangerous." For districts that offer transfers out of CSI schools, regulation allows a transfer student the opportunity to remain in the school of enrollment until completing the highest grade offered at that school.

### BP/AR 5117 - Interdistrict Attendance

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires districts to provide transportation assistance to transfer students who are victims of bullying or are children of active duty military parents/guardians, if they are also eligible for free or reduced-priced meals. Regulation updated to reflect provisions of AB 1127 which (1) prohibit consideration of specified characteristics when selecting students for transfer who are victims of bullying or children of active duty military parents/guardians and (2) require a district to accept a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level.

### BP/AR/E 5118 - Open Enrollment Act Transfers

(BP/AR/E deleted)

Policy, regulation, and exhibit deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district.

### AR 5125 - Student Records

(AR revised)

Regulation updated to reflect **NEW LAW (AB 711)** which requires districts to update the records of a former student who submits a written request or government-issued documentation of a name and/or gender change. Regulation also revised to reflect current law regarding the timeline for submitting the grade point average of students in grade 12 to the Student Aid Commission for use in the Cal Grant postsecondary financial aid program and the timeline for notifying students and parents/guardians of their right to opt out.

### BP/AR 5131.2 - Bullying

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district. Regulation updated to reflect **NEW LAW (AB 34)** which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year.

## **POLICY GUIDE SHEET**

**December 2019**

**Page 3 of 4**

### **BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions**

(BP/AR revised)

Policy updated to reflect **NEW LAW (SB 233)** which authorizes the board to adopt policy allowing a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. For districts that choose to authorize medicinal cannabis, policy reflects the components that are mandated to be in policy, including requirements for parents/guardians to provide a written medical recommendation for the student to be administered medicinal cannabis, sign in at the school before administering the cannabis, and remove any remaining cannabis from the school site. Regulation reflects **NEW LAW (AB 743)** which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.

### **BP/AR 6143 - Courses of Study**

(BP/AR revised)

Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect **NEW LAW (AB 1595)** which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12.

### **BP 6154 - Homework/Makeup Work**

(BP revised)

Policy updated to reflect **NEW LAW (AB 982)** which requires that, when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework.

### **AR 6174 - Education for English Learners**

(AR revised)

Regulation updated to clarify the process for assessment and identification of English learners, including additional notification requirements. Section on "Reclassification/Redesignation" revised to require English learners who are reclassified as fluent English proficient to be monitored for at least four years following their reclassification, consistent with CDE's Federal Program Monitoring instrument. Regulation also adds further information regarding the composition and duties of the school-level and district-level English Learner Advisory Committee.

### **AR 6175 - Migrant Education Program**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1319)** which requires the immediate enrollment of migrant students even if they have outstanding fees, fines, textbooks, or other items or monies due to the school last attended, do not have clothing normally required by the school, or are unable to produce records normally required for enrollment. Regulation also reflects provision of AB 1319 which grants migrant students the right to remain in their school of origin, or in a school within the district of origin, regardless of any change in residence of the student.

**POLICY GUIDE SHEET**  
**December 2019**  
**Page 4 of 4**

**BB 9150 - Student Board Members**

(BB revised)

Bylaw updated to reflect **NEW LAW (AB 709)** which requires student board members to be appointed to board subcommittees in the same manner as other board members, be invited to attend other functions of the board, and receive all materials received by other board members between open meetings except materials that pertain to closed session items. Bylaw also reflects provisions of AB 709 which clarify that student board members are not considered members of a legislative body for purposes of the Brown Act, authorize the board to award elective course credit for student board member service, and authorize the board to appoint an alternate student board member if the student board member's duties are not being fulfilled.

## **Williams USD**

### **Administrative Regulation**

#### **Personal Illness/Injury Leave**

AR 4161.1  
**Personnel**

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)  
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

#### Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity (Education Code 44981)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)



6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

7. Need of the employee or employee's family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

#### Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S.

Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

#### Notification of Absence

An employee shall notify the district of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

#### Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may

take the balance of the five-month period in a subsequent school year. (Education Code 44977)

#### Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

#### Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

**During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)**

**An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)**

~~An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)~~

~~Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)~~

## Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

## Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days

- b. The number of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
  3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
- (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

#### Legal Reference:

##### EDUCATION CODE

- 44964 Power to grant leave of absence in case of illness, accident, or quarantine
- 44965 Granting of leaves of absence for pregnancy and childbirth
- 44976 Transfer of leave rights when school is transferred to another district
- 44977 Salary deduction during absence from duties up to five months after sick leave is exhausted
- 44977.5 Differential pay during parental leave up to 12 weeks after sick leave is exhausted
- 44978 Provisions for sick leave of certificated employees
- 44978.1 Inability to return to duty; placement in another position or on reemployment list
- 44978.2 Leave for military service connected disability
- 44979 Transfer of accumulated sick leave to another district
- 44980 Transfer of accumulated sick leave to a county office of education
- 44981 Leave of absence for personal necessity
- 44983 Exception to sick leave when district adopts specific rule
- 44984 Industrial accident or illness
- 44986 Leave of absence for disability allowance applicant

##### GOVERNMENT CODE

- 12945.1-12945.2 California Family Rights Act
- 12945.6 Parental leave

##### LABOR CODE

- 220 Sections inapplicable to public employees
- 230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
- 230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking

victims, right to time off  
233 Illness of child, parent, spouse or domestic partner  
234 Absence control policy  
245-249 Healthy Workplaces, Healthy Families Act of 2014  
CODE OF REGULATIONS, TITLE 5  
5601 Transfer of accumulated sick leave  
UNITED STATES CODE, TITLE 29  
2601-2654 Family and Medical Leave Act of 1993, as amended  
UNITED STATES CODE, TITLE 42  
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008  
CODE OF FEDERAL REGULATIONS, TITLE 29  
825.100-825.702 Family and Medical Leave Act of 1993  
1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008  
COURT DECISIONS  
Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th 406

Regulation WILLIAMS UNIFIED SCHOOL DISTRICT  
approved: ~~April 25, 2019~~ **January 16, 2020** Williams, California

## **Williams USD**

### **Administrative Regulation**

#### **Personal Illness/Injury Leave**

AR 4261.1

#### **Personnel**

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, part-time employees who are entitled to less than 24 hours of paid sick leave per fiscal year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

#### Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact in the course of employment with other persons having a contagious disease (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

7. Need of the employee or the employee's family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, or the proportionate amount to which the employee may be entitled, until the first day of the month after the employee has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Board of Trustees. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if the employee accepts employment in another district, county office of education, or community college district within one year of the termination of employment, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 45202)

#### Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 45191.5)



The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

#### Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of the need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

#### Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

When a classified employee has exhausted all paid leaves, including sick leave, and continues to be absent on account of illness or injury for a period of five months or less, the district shall deduct from the employee's regular salary for that period an amount that does not exceed the actual cost of a substitute to fill the position. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

#### Parental Leave

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

**When a classified employee has exhausted all paid leaves, including sick leave, and continues to be absent on account of illness or injury for a period of five months or less, the district shall deduct from the employee's regular salary for that period an amount that does not exceed the actual cost of a substitute to fill the position. (Education Code 45196)**

**The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.**

~~An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)~~

~~Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)~~

#### Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to return to work after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes medically able, the employee shall be offered reemployment in the first vacancy in the classification of the employee's previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to seniority. (Education Code 45195)

#### Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to work and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

#### Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall be credited with 24 hours or three days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

Short-term or substitute employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

## Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days
  - b. The number of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

### Legal Reference:

#### EDUCATION CODE

- 45103 Substitute employees
- 45190 Leaves of absence and vacations
- 45191 Leaves of absence for illness and injury
- 45191.5 Leave for military service connected disability
- 45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)
- 45195 Additional leave for nonindustrial accident or illness; reemployment preference
- 45196 Salary; deductions during sick leave

45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted

45202 Transfer of accumulated sick leave and other benefits

#### GOVERNMENT CODE

12945.1-12945.2 California Family Rights Act

12945.6 Parental leave

#### LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

#### UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

#### UNITED STATES CODE, TITLE 42

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

#### CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

#### COURT DECISIONS

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

Regulation WILLIAMS UNIFIED SCHOOL DISTRICT

approved: ~~April 25, 2019~~ **January 16, 2020** Williams, California

# REQUISITION FOR DISBURSEMENT FROM THE PROJECT FUND

## WILLIAMS UNIFIED SCHOOL DISTRICT CERTIFICATES OF PARTICIPATION (2019 CAPITAL IMPROVEMENT PROJECTS)

### WRITTEN REQUISITION NO. 2 FOR DISBURSEMENTS FROM THE PROJECT FUND

The undersigned hereby states and certifies:

(i) that the undersigned is the duly appointed, qualified, and acting Superintendent of the Williams Unified School District, a unified school district, organized and existing under the laws of the State of California (the "District"), and as such, is familiar with the facts herein certified and is authorized and qualified to certify the same;

(ii) that the undersigned is a duly designated "District Representative" as such term is defined in that certain Trust Agreement; dated as of July 1, 2019 (the "Trust Agreement"), by and among the District, the Local Facilities Finance Corporation, and Wilmington Trust, N.A., as trustee (the "Trustee");

(iii) that, pursuant to Section 3.02 of the Trust Agreement, the undersigned, on behalf of the District, hereby requests the Trustee to disburse this date from the Project Fund established under the Trust Agreement, to the payees set forth on Exhibit A attached hereto and by this reference incorporated herein, the respective sum set forth opposite each such payee, for the purposes identified therein;

(iv) that the amounts to be disbursed constitute Project Costs, that said amounts are required to be disbursed pursuant to a contract entered into therefor by or on behalf of the District, or were necessarily and reasonably incurred, and that said amounts are not being paid in advance of the time, if any, fixed for payment;

(v) that no amount set forth in the requisition was included in any requisition requesting disbursement previously filed with the Trustee pursuant to this section 3.02 and;

(vi) that there has been compliance with Section 5.11 of the Lease Agreement relating to the private use limitation and the private loan limitation.

(vii) that capitalized terms used herein and not otherwise defined shall have the meanings described there to in the Trust Agreement

The Trustee shall not be responsible for the truth or accuracy of such requisition, may rely conclusively thereon and shall be under no duty to investigate or verify statements made herein.

Dated: \_\_\_\_\_

WILLIAMS UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_ Superintendent \_\_\_\_\_

**EXHIBIT A**  
**PROJECT FUND DISBURSEMENTS**

Payee Name and  
Address Payment  
Instructions

Purpose of Obligation

Amount

SEE  
ATTACHED

Exhibit A  
Project Fund Disbursements #2

Payment Instructions: Please pay based on expenditures below

**Make payable to:**  
**Williams Unified School District**  
**PO Box 7**  
**Williams, CA 95987**

**\$77,814.28**

Payee Name & Address	Purpose of Obligation	Amount	
First American Title 1100 Main Street Woodland, CA 95695	Facility Acquisition Refund	\$ (9,537.50)	11/20/2019
JK Architecture 11661 Blocker Dr Auburn, CA 95603	Architect Fees	\$ 2,750.00	10/18/2019
		\$ 3,870.00	12/13/2019
		\$ 4,760.00	12/13/2019
Derivi Castallenos Architects 3031 W March Lane Ste 334 Stockton, CA 95219	Architect Fees	\$ 30,900.00	12/13/2019
Stone Creek Engineering 5173 Persianwood Place San Jose, CA 95111	Project Management	\$ 5,994.00	12/13/2019
		\$ 6,804.00	12/13/2019
Stone Creek Engineering 5173 Persianwood Place San Jose, CA 95111	Construction Management	\$ 3,275.00	12/13/2019
		\$ 14,376.00	12/13/2019
		\$ 14,622.78	12/13/2019
	Total	\$ 77,814.28	



**WILLIAMS UNIFIED SCHOOL DISTRICT**  
**Letter of Transmittal to Williams USD Board**  
**From the Superintendent**

<b>SUBJECT:</b> Williams Parks and Recreation Commission Vacancy	<b>AGENDA ITEM #:</b> <b>10.2</b>
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST <input type="checkbox"/> PARENT(S) <input checked="" type="checkbox"/> OTHER	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b> City Administrator Frank Kennedy
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> 1/7/2020

One vacancy exists on the Williams Parks and Recreation Commission.

Per Municipal Code Chapter 2.40 - PARKS AND RECREATION COMMISSION

2.40.010 - Established.

The parks and recreation commission (hereinafter "commission") of the city is established. The commission shall consist of five members. At least four members shall be residents of the city. None of the members shall be officers of the city or Williams Unified School District. The board of trustees of the Williams Unified School District shall nominate two persons of whom one may be a noncity resident for appointment by the mayor with the approval of the city council; two other persons shall be appointed by the mayor with the approval of the city council; and, four members so appointed shall appoint a fifth person with the approval of the city council.

(Ord. 57-90 § 2(part), 1990).

Please find attached the application of Rojana Turner to fill the vacancy.

**RECOMMENDATION/COMMENTS:**

Recommendation: Approve the application of Rojana Turner to fill the vacant seat for the Williams Parks and Recreation Commission.

**CITY OF WILLIAMS**  
810 E STREET  
POST OFFICE BOX 310  
WILLIAMS, CALIFORNIA 95987  
PHONE: (530) 473-2955 • FAX: (530) 473-2445

***Application for Parks and Recreation Commission Vacancy***

Full Name: Rojana Mae Turner Phone: 707-249-5141  
Mailing Address: P.O. Box 1686  
Williams CA 95987 E-mail: rojanat@msn.com  
Physical Address:  
2470 George Road Williams CA 95987  
(Street) (City) (State) (Zip Code)

**Parks & Recreation Commission – 4-year term**

Applicant must meet the requirements of as outlined in City Ordinance 2.40.010 at the time of application and must remain in compliance throughout the duration of the term. Applicant shall not be an officer of the City of Williams or an officer of the Williams Unified School District. The Parks & Recreation Commission meets the first Thursday of every month, unless otherwise scheduled.

Are you available on the dates and times when this commission meets? ☒ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the City of Williams City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Williams City Council and can be removed from this position, with or without cause, at any time.

***Please state your interest in serving on the Parks & Recreation Commission, and provide a summary of your education, experience, and qualifications that are relevant to serving on this Commission:***

My interest in serving on this Commission is driven by my background in Social Services and volunteering in youth organizations.

# CITY OF WILLIAMS

810 E STREET

POST OFFICE BOX 310

WILLIAMS, CALIFORNIA 95987


PHONE: (530) 473-2955 • FAX: (530) 473-2445

I recognize the value of recreational activities both for the physical activity and the the community connections created via group sports and events. I hope to serve on the Commission to make a contribution to this community we have chosen to live and eventually retire in.

My background includes 24+ years of public service in Human Services Agencies focusing on Finance and Technology. I was recently the Revenue Mgr. for San Francisco County and work on a statewide technology project as a Fiscal Subject matter expert.

While a Solano County resident, I volunteered with 4H/FFA/Girl Scouts/Youth Sports. I have served as a Community/Project leader for over 10 years for 4-H.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the City of Williams Parks & Recreation Commission as indicated above.

  
Applicant Signature

11/7/19  
Date

The Mayor or City Administrator may contact you in the future to arrange for an interview before the City Council. Each member of a board, commission, or committee serves at the pleasure of the City Council.

The City of Williams is an Equal Opportunity Employer and Provider

**WILLIAMS UNIFIED SCHOOL DISTRICT**

**Board Resolution #14-011620**

**RESOLUTION AUTHORIZING THE SUPERINTENDENT OR DESIGNEE  
TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH  
RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL  
PROGRAMS, PROJECTS OR GRANTS**

WHEREAS, Several Local, State and Federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, Williams Unified School District Governing Board must authorize someone by resolution, as the "Authorized Individual" to make application and administer the Volkswagen Environmental Mitigation Trust Funds;

NOW, THEREFORE, BE IT RESOLVED that the Williams Unified School District Governing Board hereby authorizes the Superintendent or designee to make application for, to sign required assurances, and to administer the Volkswagen Environmental Mitigation Trust Funds with respect to applications for Local, State and Federal programs, projects or grants, on behalf of this School District.

The foregoing Resolution was passed and adopted by the Williams Unified School District Governing Board at a regular meeting thereof, held on the 16th day of January, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Signature  
Board President



## Williams Jr./Sr. High School

Dr. Mary Ponce, Principal;  
Dr. Nicole Odell, Asst. Principal  
Veronica Solis, Counselor  
P.O. Box 7 • Williams • CA • 95987  
Office (530) 473-3029 Fax (530)473-2771

# 10.4



### Williams Unified School District

#### Board Action Item

Date: 12/13/19

To: Dr. Edgar Lampkin, Superintendent

From: Dr. Nicole Odell, Assistant Principal and Dr. Mary Ponce, Principal

Subject: Freshman Requirement Changes (9th Grade Wheel) and 7th Grade Wheel

---

#### **Overview:**

The administration and counseling staff at Williams Jr/Sr High School is proposing a change in the board policy for the Freshman Requirement starting in year 2020-2021. The school is proposing changes to the requirements for the Freshman Requirement and implementing a new 7th grade wheel. Current policies addressing this issue are BP 6146.1 Instruction and E 6146.1 Instruction.

#### **Background:**

There are currently two board policies regarding high school graduation requirements and the freshman wheel requirements. The following is an excerpt from the first board policy (BP 6146.1 Instruction) states: "Course Requirements. To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified: ...7. Freshman requirements/wheel, additional electives, and service learning are requirements at Williams Jr/Sr High School." The following is an excerpt from the second board policy (E 6146.1 Instruction) states: "Subject Matter Requirements . Effective 2011-2012 School Year. REQUIREMENT UNITS COURSES. Freshman Requirements/Wheel 10 Driver's Education, Introduction to Computers, Physical Education Standards, Career Education..."

Currently, students are fulfilling the required courses (Driver's Education, Introduction to Computers, Physical Education Standards, and Career Education) through a freshman wheel, where each course is one quarter in length and worth 2.5 credits. All 9th graders complete the freshman wheel. Students who are not successful in any quarter of the wheel must repeat a minimum of one semester of the wheel as the high school does not offer quarter classes (therefore, students must repeat at least two sections of the wheel if they do not pass one section as there are no other classes available for them).

Currently, 7th grade students move from 6th grade self-contained classrooms to 8 blocks of classes. Students are not currently being provided with the state required Health education (which includes human trafficking) nor are they being provided with specific instruction in



## Williams Jr./Sr. High School

Dr. Mary Ponce, Principal;

Dr. Nicole Odell, Asst. Principal

Veronica Solis, Counselor

P.O. Box 7 • Williams • CA • 95987

Office (530) 473-3029 Fax (530)473-2771

computers nor in organization. Staff has noted a need for specific dedicated instruction in these areas.

### Suggested Changes:

#### 7th Grade Wheel:

The Jr. Sr. High school would like to implement a required 7th grade wheel in school year 2020-2021. This course will act to provide incoming 7th graders with skills to succeed in the 7-12th grade environment as well as to meet mandated state curriculum requirements. The wheel would be four quarters of classes, each worth 2.5 credits for a total of 10 credits. The suggested wheel is the following:

1. **State Requirements (quarter)**. Prerequisites: 7th grader. State requirements includes topics in health and human trafficking. Students will learn the basic structure of the human body, as well as nutrition, drug prevention, and what affect everyday choices have on their health, as well as information regarding human trafficking in California.
2. **Social Emotional Skills (quarter)**. Prerequisites: 7th grader. In this course, students will learn the importance of Social Emotional Learning (SEL). Students will examine the five SEL competencies: self-awareness, self-management, growth mindset, and self-efficacy and social awareness. Students will learn and practice skills in each of the five areas.
3. **Introduction to AVID (quarter)**. Prerequisites: 7th grader. Introduction to AVID is an introduction to the organization and the strategies used in AVID. Students will learn and apply skills and learning strategies to improve performance in the content areas. Note taking, outlining, writing, speaking, reading, test taking and the use of technology to improve performance will be stressed in this course.
4. **Computer Applications 7. (quarter)**. Prerequisites: 7th grader. Computer Applications 7 is an introduction course which teaches the basics of computer literacy, Google Suite, Microsoft Office, web navigation, and Digital Literacy. (Previously offered course)

The state requirements course would fulfill the mandated requirements of the California Healthy Youth Act and the 2019 *Health Education Framework*. The Social emotional skills course has been identified as a high need area of our middle school (7-8th grades) students. 62% of all PBIS (Positive Behavioral Interventions and Supports) referrals (as collected and measured by SWIS (School-Wide Information System used to collect data) are for the 7th-8th grade levels. Most of the referrals are for behaviors related to social interactions between peers and the inability to self-regulate or have social awareness of their actions. This data mirrors the need for social emotional needs seen in last year's counseling referrals. Last year, 69% of all counseling referrals school-wide were for social needs and/or emotional/behavioral needs. 54% of students referred were in the 7th and 8th grades. Similar trends are being seen this school year. The third course is an introduction to AVID (Advancement Via Individual Determination). AVID is a focus for the Jr. Sr. High school site and is a program that provides instruction in career and college readiness, organization, and skills needed to succeed in high school and college. This course would begin to address career exploration and career/college readiness earlier than the current 9th grade wheel. In addition, the instruction in organization will assist in the transition between Upper Elementary and the Jr. Sr. High School. The fourth course, Computer



## Williams Jr./Sr. High School

Dr. Mary Ponce, Principal;

Dr. Nicole Odell, Asst. Principal

Veronica Solis, Counselor

P.O. Box 7 • Williams • CA • 95987

Office (530) 473-3029 Fax (530)473-2771

Applications 7 will provide incoming 7th graders with the skills and knowledge in computer literacy and digital citizenship to succeed in the 21st century classroom at the 7-12th grade level. This course is more strategically placed at the 7th grade level than its current placement at the 9th grade level as the skills learned are applicable for all grades at the Jr. Sr. High School. In addition, this course is already in the course catalog, it does need to be adjusted to be a quarter course.

### Changes to the Freshman Requirement (9th Grade Wheel):

The Jr. Sr. High school would like to change the current Freshman Requirement from a wheel of four classes to 2 semesters of required classes in school year 2020-2021. This course will act to provide 9th graders with skills and information more relevant to their grade level, meet all state mandated curriculum, and match the scheduling requirements of our master schedule (only semester or yearlong classes offered). The two semester classes would each be worth 5.0 credits for a total of 10 credits. The suggested semester classes are the following:

1. **State Requirements.** (Prerequisites: 9th grade student). State Requirements for 9th graders is a semester long class which includes topics in health, human trafficking, and Driver's Education. Students will learn the basic structure of the human body, as well as nutrition, drug prevention, and what affect everyday choices have on their health, human trafficking in California, and Driver's Education.
2. **Geography.** (Prerequisites: 9th grade student). This course introduces students to the world's geographic regions and allows them to relate that knowledge to events in today's rapidly changing world. Contemporary issues confronting the world today, such as world trade, problems of developing nations, urbanization, environmental pollution, and conservation of the world's resources are addressed. Students develop certain basic geography skills. These include map reading and place name identification along with the interpretation of charts and diagrams. As students gain a global perspective of geography, they become increasingly aware of their role as a global citizen today. (Previously offered course)

The semester course in State Requirements will meet all state mandated curriculum for grades 9-12 in health, human trafficking and Driver's Education. This course will be folded into one semester for ease of scheduling and to replicate what is more commonly done at other schools. The second semester is Geography, which will provide a basis for all other social studies courses at the high school as well as give our students a global perspective and insight into their role as a global citizen. Geography is also required by other neighboring schools including, Colusa High School, and Maxwell.

### Conclusion:

The changes offered in this proposal will better situate our students for success at the Williams Jr. Sr. High School providing a more streamlined transition from Upper Elementary as well as meeting state mandates. Course request forms for new courses and changing courses are being completed for submission. Through staff feedback forms, qualified staff is being identified for each course.



## 2020-2021 WILLIAMS UNIFIED SCHOOL DISTRICT ATTENDANCE CALENDAR

## JULY

M	T	W	TH	F
		1	2	(3)
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## AUGUST (18)

M	T	W	TH	F
^3^	^4^	^5^	*6	(7)
10	11	12	13	(14)
17	18	19	20	(21)
24	25	26	27	(28)
31				

8/3

Teacher Work Day

8/4-5

Prof. Dev (TK-12)

\*8/6

\*First Day for Students

**DRAFT**

## SEPTEMBER (21)

M	T	W	TH	F
	1	2	3	(4)
(7)	8	9	10	(11)
14	15	16	17	(18)
21	22	23	24	(25)
28	29	30		

## OCTOBER (21)

M	T	W	TH	F
			1	(2)
5	6	7	8	(9)
^12^	13	14	15	(16)
19	20	21	22	(23)
26	27	28	29	(30)

9/7

Labor Day Holiday

10/2

7-12 End 1st Qtr 41 days

10/12

District Holiday - In lieu of Lincoln's Birthday

10/30

TK-6 End 1st Trimester 60 days

## NOVEMBER (15)

M	T	W	TH	F
2	3	4	5	(6)
*9*	*10*	(11)	*12*	*13*
16	17	18	19	(20)
23	24	25	(26)	(27)
30				

## DECEMBER (14)

M	T	W	TH	F
	1	2	3	(4)
7	8	9	10	(11)
14	*15*	*16*	*17*	<18>
21	22	23	(24)	(25)
28	29	30	(31)	

11/9-13

TK-6 Minimum Days - Parent Conferences

11/11

Veteran's Day Holiday

11/23-27

Thanksgiving Break

12/15-18

7-12 Minimum Days - Finals Schedule

12/18

District-wide Minimum Day

12/21-1/11

7-12 End 1st Smstr 89 days/2nd Qtr 48 days

Winter Break

## JANUARY (13)

M	T	W	TH	F
				(1)
4	5	6	7	8
^11^	12	13	14	(15)
(18)	19	20	21	(22)
25	26	27	28	(29)

## FEBRUARY (19)

M	T	W	TH	F
1	2	3	4	(5)
8	9	10	11	(12)
(15)	16	17	18	(19)
22	23	24	25	(26)

1/11

Prof. Dev. (TK-12)

1/18

Martin Luther King Jr. Holiday

2/15

President's Day Holiday

2/19

TK-6 End 2nd Trimester 56 days

## MARCH (23)

M	T	W	TH	F
1	2	3	4	(5)
8	9	10	11	(12)
15	16	17	18	(19)
22	23	24	25	(26)
29	30	31		

## APRIL (16)

M	T	W	TH	F
			1	(2)
5	6	7	8	9
12	13	14	15	(16)
19	20	21	22	(23)
26	27	28	29	(30)

3/12

7-12 End 3rd Qtr 42 days

4/2

Good Friday Holiday

4/5-9

Spring Break

## MAY (20)

M	T	W	TH	F
3	4	5	6	(7)
10	11	12	13	(14)
17	18	19	20	(21)
24	<25>	<26>	<27>	<*28>
(31)				

## JUNE

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

5/25-5/28

District-wide Minimum Days

\*\*5/28

\*\*Last Day for Students

TK-6 End 3rd Trimester 64 days7-12 End 2nd Semester 91 days/4th Qtr 49 days

5/31

Memorial Day Holiday

LEGEND: ○ Legal Holiday

\* First and Last day for Students

\* \* Site Specific Min. Day

□ District-wide Early Release Day

^ ^ Teacher In-Service Day

&lt; &gt; District-wide Minimum Day

No School

( ) TK-6 Early Release Day

180 Instructional Days

4 Prof. Dev. (TK-12)

1 Teacher Work Day

185 Total Days of Service for Teachers

Board approved:



## 2021-2022 WILLIAMS UNIFIED SCHOOL DISTRICT ATTENDANCE CALENDAR

**DRAFT**

**JULY**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**AUGUST (19)**

M	T	W	TH	F
^2^	^3^	^4^	*5	(6)
9	10	11	12	(13)
16	17	18	19	(20)
23	24	25	26	(27)
30	31			

8/2  
8/3-4  
\*8/5

Teacher Work Day  
Prof. Dev (TK-12)  
\*First Day for Students

**SEPTEMBER (21)**

M	T	W	TH	F
		1	2	(3)
6	7	8	9	(10)
13	14	15	16	(17)
20	21	22	23	(24)
27	28	29	30	

**OCTOBER (20)**

M	T	W	TH	F
				(1)
4	5	6	7	(8)
^11^	12	13	14	(15)
18	19	20	21	(22)
25	26	27	28	(29)

9/6

Labor Day Holiday

10/1

7-12 End 1st Qtr 41 days

10/11

District Holiday - In lieu of Lincoln's Birthday  
Prof. Dev. (TK-12)

10/29

TK-6 End 1st Trimester 60 days

**NOVEMBER (16)**

M	T	W	TH	F
1	2	3	4	(5)
*8*	*9*	*10*	(11)	*12*
15	16	17	18	(19)
22	23	24	(25)	(26)
29	30			

**DECEMBER (13)**

M	T	W	TH	F
		1	2	(3)
6	7	8	9	(10)
13	*14*	*15*	*16*	<17>
20	21	22	23	(24)
(27)	28	29	30	(31)

11/8-12

TK-6 Minimum Days - Parent Conferences

11/11

Veteran's Day Holiday

11/22-26

Thanksgiving Break

12/14-17

7-12 Minimum Days - Finals Schedule

12/17

District-wide Minimum Day

12/20-1/10

7-12 End 1st Smstr 89 days/2nd Qtr 48 days

12/20-1/10

Winter Break

**JANUARY (14)**

M	T	W	TH	F
(3)	4	5	6	7
^10^	11	12	13	(14)
(17)	18	19	20	(21)
24	25	26	27	(28)
31				

**FEBRUARY (19)**

M	T	W	TH	F
	1	2	3	(4)
7	8	9	10	(11)
14	15	16	17	(18)
(21)	22	23	24	(25)
28				

1/10

Prof. Dev. (TK-12)

1/17

Martin Luther King Jr. Holiday

2/18

TK-6 End 2nd Trimester 57 days

2/21

President's Day Holiday

**MARCH (23)**

M	T	W	TH	F
	1	2	3	(4)
7	8	9	10	(11)
14	15	16	17	(18)
21	22	23	24	(25)
28	29	30	31	

**APRIL (15)**

M	T	W	TH	F
				(1)
4	5	6	7	(8)
11	12	13	14	(15)
18	19	20	21	22
25	26	27	28	(29)

3/11

7-12 End 3rd Qtr 42 days

4/15

Good Friday Holiday

4/18-22

Spring Break

**MAY (20)**

M	T	W	TH	F
2	3	4	5	(6)
9	10	11	12	(13)
16	17	18	19	(20)
23	<24>	<25>	<26>	<*27>
(30)	31			

**JUNE**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

5/24-5/27

District-wide Minimum Days

\*\*5/27

\*\*Last Day for Students

TK-6 End 3rd Trimester 63 days7-12 End 2nd Semester 91 days/4th Qtr 49 days

5/31

Memorial Day Holiday

LEGEND: ○ Legal Holiday

\* First and Last day for Students

\* \* Site Specific Min. Day

□ District-wide Early Release Day

^ ^ Teacher In-Service Day

&lt; &gt; District-wide Minimum Day

No School

( ) TK-6 Early Release Day

180 Instructional Days

4 Prof. Dev. (TK-12)

1 Teacher Work Day

185 Total Days of Service for Teachers

Board approved:

## WILLIAMS UNIFIED SCHOOL DISTRICT

Board Meeting Calendar  
2020-2021**DRAFT**

Month	Date	Topic
July	Thursday, July 16, 2020	Regular
August	<i>Tuesday, August 11, 2020</i>	<i>Board &amp; Superintendent Goals</i>
	Thursday, August 20, 2020	Regular
September	Thursday, September 10, 2020*	Regular
October	Thursday, October 15, 2020	Regular
	<i>Tuesday, October 27, 2020</i>	<i>LCAP</i>
November	Thursday, November 19, 2020	Regular
December	Tuesday, December 15, 2020	Regular
January	Thursday, January 21, 2021	Regular
February	Thursday, February 18, 2021	Regular
	<i>Tuesday, February 23, 2021</i>	<i>Board Self-Evaluation</i>
March	Thursday, March 11, 2021*	Regular
April	Thursday, April 15, 2021	Regular
May	Thursday, May 20, 2021	Regular
June	<i>Tuesday, June 8, 2021</i>	<i>LCAP</i>
	Thursday, June 17, 2021	Regular

\*Meeting will be held on the second Thursday of the month.

*Board Study Sessions are in italics and gray. Special meetings begin at 5:30 p.m.*

**Meeting location: College & Career Center, 260 11<sup>th</sup> Street, Williams, CA**

The Williams Unified School District Board of Trustees meet on the third Thursday of each month. All regular meetings begin at 6:30 p.m., unless otherwise posted. Board meetings shall end at 10:30 p.m. unless extended by a majority vote of the Board. The meeting shall be extended no more than once and may be adjourned to a later date.

Board Approved:

# Williams Unified School District

13.1

1/9/2020  
10:32:04 AM

2019-2020 Daily Enrollment by School - 1/9/2020 Page 6

## Report Totals

SCHOOL NAME	Transitional Kindergarten	Kindergarten	First Grade	Second Grade	Third Grade	TK-3	Fourth Grade	Fifth Grade	Sixth Grade	4-6	Seventh Grade	Eighth Grade	7-8	Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade	9-12	Total
Mid Valley Alter. High School						0				0			0	1	5	3	5	14	14
Williams Elementary School	19	94	93	84	91	381				0			0					0	381
Williams Independent Study						0				0			0			3	4	7	7
Williams Junior Senior High School						0				0	100	106	206	117	90	90	82	379	585
Williams Upper Elementary						0	93	101	105	299			0					0	299
Total:	19	94	93	84	91	381	93	101	105	299	100	106	206	118	95	96	91	400	1286

## Williams Junior Senior High School

1/9/2020

2019-2020

### Discipline Distribution Report from 12/2/2019 to 12/13/2019

Page 1

Code # and Name	Total	Grade						Gender			User3 Codes	
		7	8	9	10	11	12	F	M	OGN	F	H
76 School Rules, Violation of	1	-	-	-	-	-	1	1	-	0	-	-
80 Tardy	100	15	13	22	20	19	11	48	52	0	-	7
90 Truant, Period	22	3	6	4	4	2	3	9	13	0	-	-
WA 48900 (a)(1) Caused, Attempte	4	-	4	-	-	-	-	-	4	0	-	-
WJ 48900 (i) Obscene Acts, Profan	1	-	1	-	-	-	-	-	1	0	-	-
WL 48900 (k) Disruption, Defiance	7	-	5	-	-	-	2	2	5	0	-	-
Totals:	135	18	29	26	24	21	17	60	75	-	-	7

## Mid Valley Alter. High School

1/9/2020

2019-2020

### Discipline Distribution Report from 12/2/2019 to 12/13/2019

Page 1

Code # and Name	Total	Grade				Gender			User3 Codes	
		9	10	11	12	F	M	OGN	F	H
80 Tardy	2	-	2	-	-	-	2	0	-	-
Totals:	2	-	2	-	-	-	2	-	-	-

# WILLIAMS UNIFORM COMPLAINT PROCEDURE

## QUARTERLY REPORT

WILLIAMS UNIFIED SCHOOL DISTRICT

OCTOBER TO DECEMBER 2019

*Education Code 35186(d) requires that a district report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.*

X No complaints have been received this quarter.

The following complaints have been received this quarter.

*Education Code 35186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned instructional materials to use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.*

0 Complaints have been received regarding insufficient instructional materials.

District Resolutions:

--

*Education Code 36186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned textbooks or state- or district-adopted textbooks required for use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.*

0 Complaints have been received regarding insufficient textbooks.

District Resolutions:

--

*Education Code 35186(e)(3) requires that districts investigate and resolve complaints when a complainant alleges that facilities have conditions that pose an emergency or urgent threat to the health or safety of students or staff.*

0 Complaints have been received that facilities have emergency/urgent threat conditions.

District Resolutions:

--

Education Code 35186(e)(2) requires that districts investigate and resolve complaints when a complainant alleges that (a) a qualified certificated teacher has not been assigned to a vacant position to a class for an entire year; (b) a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class; or (c) a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

0 Complaints have been received regarding unqualified teachers.

District Resolutions:

--

The district investigated and remedied any valid complaint within a reasonable time period not exceeding 30 working days from the date the complaint was received. EC 35186 (b)

Edgar Lopez  
Superintendent

12/30/2019  
Date



1.1 Enrollment - Primary Status by Subgroup

Academic Year:	2019-2020	LEA:	Williams Unified	User ID:	lsanchez@williams.k12.ca.us
View:	Snapshot	School Type:	ALL	Create Date:	12/16/2019 5:04:26 PM
	SELPA Approved	School:	ALL	Print Date:	12/19/2019 12:10:00 PM

School Code	School Name	Primary Enrollments	Transitional Kindergarten (TK)	English Learners	Title III Eligible Immigrants	Gifted and Talented Education	Title I Part C Migrant	Students with Disabilities	Socio-Economically Disadvantaged
0630038	<a href="#">Mid Valley High (Continuation)</a>	20	0	10	1	0	5	1	18
0637504	<a href="#">Williams Junior/Senior High</a>	615	0	173	15	0	51	70	579
6003552	<a href="#">Williams Primary Elementary</a>	416	21	325	27	0	55	45	378
0118729	<a href="#">Williams Upper Elementary</a>	324	0	221	7	0	42	45	295
TOTAL-Selected Schools		1375	21	729	50	0	153	161	1270

Grade:	01-First Grade,02-Second Grade,03-Third Grade,04-Fourth Grade,05-Fifth Grade,06-Sixth Grade,07-Seventh Grade,08-Eighth Grade,09-Ninth Grade,10-Tenth Grade,11-Eleventh Grade,12-Twelfth Grade,KN-Kindergarten,UE-Ungraded Elementary,US-Ungraded Secondary	Ethnicity/Race:	ALL	Gender:	ALL
Student School Transfer Code:	ALL				

This report is confidential and use is restricted to authorized individuals.

=

The data on this report is filtered by the user selections that appear on the last page of this report.

1.9 Completers and Dropouts - Count

Academic Year:	2019-2020	LEA:	Williams Unified	User ID:	lsanchez@williams.k12.ca.us
View:	Snapshot	School Type:	ALL	Create Date:	12/16/2019 5:04:26 PM
		School:	ALL	Print Date:	12/19/2019 12:31:20 PM

		Graduate Completers					Non-Graduate Completers			Dropouts
School Code	School Name	Graduates Meeting UC/CSU Requirements	Graduates Not Meeting UC/CSU Requirements	Golden State Seal Merit Diploma	Seal of Biliteracy	Total Graduate Completers	GED	Special Ed Certificate	Total Non-Graduate Completers	
0630038	<a href="#">Mid Valley High (Continuation)</a>	0	17	0	0	17	0	0	0	0
0637504	<a href="#">Williams Junior/Senior High</a>	30	44	0	7	74	0	0	0	1
6003552	<a href="#">Williams Primary Elementary</a>	0	0	0	0	0	0	0	0	0
0118729	<a href="#">Williams Upper Elementary</a>	0	0	0	0	0	0	0	0	0
TOTAL - Selected Schools		30	61	0	7	91	0	0	0	1

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
--------	-----	-----------------	-----	---------	-----

The completer and dropout counts are based on students who exited during the prior academic year. Re-enrollment in another LEA is not evaluated for purposes of adjusting dropout counts. To view Dropout data adjusted for re-enrollments in another LEA, please refer to Snapshot reports 1.14 Dropouts Count - State View and 8.1c - Student Profile Dropouts - State View - List.

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

=



### 1.17 - FRPM/English Learner/Foster Youth - Count

<b>Academic Year:</b>	2019-2020	<b>LEA:</b>	Williams Unified	<b>User ID:</b>	lsanchez@williams.k12.ca.us
<b>View:</b>	SNAPSHOT	<b>School Type:</b>	ALL	<b>Create Date:</b>	12/16/2019 5:04:26 PM
		<b>School:</b>	ALL	<b>Print Date:</b>	12/19/2019 12:36:21 PM

Non-Charter School(s)										
		Free/Reduced Meal Eligibility Counts Based On:								
School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Foster	Homeless (1)	Migrant Program: 135	Direct Certification	Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Total Unduplicated FRPM/EL Eligible Count (3)
0630038	<a href="#">Mid Valley High (Continuation)</a>	20	18	0	3	5	9	18	10	18
0637504	<a href="#">Williams Junior/Senior High</a>	615	561	1	30	51	260	561	173	566
6003552	<a href="#">Williams Primary Elementary</a>	416	373	5	38	55	184	374	325	402
0118729	<a href="#">Williams Upper Elementary</a>	324	290	2	21	42	166	290	221	302
<b>TOTAL - Selected Schools</b>		1375	1242	8	92	153	619	1243	729	1288

Charter School(s)										
		Free/Reduced Meal Eligibility Counts Based On:								
School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Foster	Homeless (1)	Migrant Program: 135	Direct Certification	Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Total Unduplicated FRPM/EL Eligible Count (3)
<b>TOTAL - Selected Schools</b>										
<b>TOTAL LEA</b>		1375	1242	8	92	153	619	1243	729	1288

This report includes students with Primary and Short Term enrollment in grade levels K-12, UE and US only. Students enrolled in Adult Education Schools are not included in this report.

Students with multiple qualifying records as of Fall 1 Census Day are counted only once. A student with qualifying enrollments in more than one LEA on Census Day is counted in each LEA.

(1) Homeless counts are based on Education Program record with an Education Program Membership Code 191 (Homeless).

(2) For Funding, Eligible English Learners are students with an English Language Acquisition Status of 'EL' on Fall 1 Census Day.

(3) Total Unduplicated FRPM/EL Eligibility Count will always equal enrollment count for Juvenile Court schools

*This report is confidential and use is restricted to authorized individuals.*

=

The data on this report is filtered by the user selections that appear on the last page of this report.

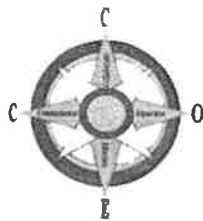
1.17 - FRPM/English Learner/Foster Youth - Count

<b>Grade:</b> 01-First Grade,02-Second Grade,03-Third Grade,04-Fourth Grade,05-Fifth Grade,06-Sixth Grade,07-Seventh Grade,08-Eighth Grade,09-Ninth Grade,10-Tenth Grade,11-Eleventh Grade,12-Twelfth Grade,KN-Kindergarten,UE-Ungraded Elementary,US-Ungraded Secondary	<b>Ethnicity/Race:</b> ALL  <b>Gender:</b> ALL	<b>Age Eligibility:</b> LCFF
--	--	------------------------------

*This report is confidential and use is restricted to authorized individuals.*

=

The data on this report is filtered by the user selections that appear on the last page of this report.



## COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West,  
County Superintendent of Schools  
345 5th Street, Suite A, Colusa CA 95932  
mwest@ccoe.net  
p 530.458.0350 f 530.458.8054

14.1

RECEIVED

DEC 30 2019

WILLIAMS UNIFIED  
SCHOOL DISTRICT

December 17, 2019

### RE: Eligibility for Differentiated Assistance

Dear Superintendent Lampkin and Governing Board Members,

Based on a review of student group performance on Dashboard indicators, Williams Unified School District is eligible for differentiated assistance. We are contacting you to provide background and/or updates on California's approach to assistance and frame what support options are available from Colusa County Office of Education (CCOE).

Under California's Local Control Funding Formula (LCFF), County Offices of Education, the California Collaborative for Educational Excellence, and the California Department of Education have specific responsibilities within the Statewide System of Support to assist local educational agencies. Along with staff from the State Board of Education, we have been working to ensure that we have a consistent approach and that our efforts are responsive to locally identified needs.

The starting point will be meeting with you and your team to discuss your perspective on your district's eligibility for differentiated assistance as well as possible actions or services that you may feel are valuable for your district. As always, the focus will be on supporting the internal capacity of the district so that you can work with your own communities to develop and implement improvement strategies. CCOE believes that for change to be sustainable, it must be developed and directed by the people within the districts who will be doing the hard work of continuous improvement.

What does this mean in practice? Although the approach will evolve and improve over time based on feedback from local educators and stakeholders, this is what you can expect:

Colusa County Office of Education will partner with you to strategically support the improvement work your district. This work could take many forms and some examples are: continuous improvement supports, facilitation of self-reflective tools, dashboard analysis, and ongoing support for district improvement initiatives. If you choose to work with a partner agency, such as the California Collaborative for Educational Excellence, CCOE will need to be updated as that work continues within the differentiated assistance process.<sup>1</sup>

Here are some final thoughts about the Differentiated Assistance process:

- There is no requirement to create a new improvement plan nor will the state dictate a specific set of interventions or establish top-down directives for improvement.
- You can leverage the Local Control and Accountability Plan process to engage local educators and communities and strengthen/change your LCAP through the annual update cycle.
- The assistance does not need to be limited only to the student group(s) and indicators that led to identification. Rather, assistance can and should focus on your actual needs, regardless of the reasons for your eligibility.

---

<sup>1</sup> EC 52071 (e) A school district shall accept the technical assistance provided by the county superintendent of schools pursuant to subdivisions (b) and (c). For purposes of accepting technical assistance provided by the county superintendent of schools pursuant to subdivision (c), a school district may satisfy this requirement by providing the timely documentation to, and maintaining regular communication with, the county superintendent of schools as specified in paragraph (3) of subdivision (c).

- The assistance is intended to help you identify your needs and to access expertise or resources to help you address them. While there is urgency to begin this work, there are no quick fixes for developing capacity; such efforts require long-term commitment so that improvement can be sustained over time.

We appreciate that you may have many more detailed questions about what to expect. The enclosed Frequently Asked Questions document includes more detailed information about questions that you may have. In addition, please feel free to contact Maria Arvizu-Espinoza at 530-473-1350, or email at [maespinoza@ccoe.net](mailto:maespinoza@ccoe.net) if you have any questions in the meantime.

Sincerely,

A handwritten signature in black ink that reads "Michael P. West". The signature is fluid and cursive, with the first name "Michael" being the most prominent.

Michael P. West

Colusa County Superintendent of Schools

# Differentiated Assistance FAQ

Adapted from CDE System of Support Web Resource

---

What is the goal of differentiated assistance?

Why do certain LEAs receive differentiated assistance?

What are the eligibility criteria for differentiated assistance?

How do school districts get out of differentiated assistance? Do school districts that are currently receiving differentiated assistance ever stop being eligible for differentiated assistance?

Does the state post information about school districts identified for differentiated assistance?

What will differentiated assistance include?

Do school districts receive additional funding as part of differentiated assistance?

---

## **1. What is the goal of differentiated assistance?**

- a. As noted, California's public school accountability system is designed to reinforce the expectation that everyone can improve while also ensuring additional support is provided to LEAs that are struggling. It also includes an intentional focus on providing assistance in a manner that builds capacity of the LEA receiving assistance.

Differentiated assistance is therefore intended not only to help the LEA address the underlying causes that led to its eligibility for assistance, but also to strengthen the LEA's overall ability to evaluate the effectiveness of strategies and programs and make adjustments as appropriate. This approach equips the LEA to improve in areas that were not the focus of differentiated assistance and increases the likelihood that improvements will be sustained when the differentiated assistance ends.

---

## 2. Why do certain LEAs receive differentiated assistance?

- a. Eligibility for differentiated assistance is based on performance criteria set by the State Board of Education (SBE), which are described below. Although this system continues to evolve, the criteria are currently based on performance within the eight state priorities under the LCFF, measured through both the state indicators (color-coded rating) and local indicators (met, not met rating) that are reported annually in the California School Dashboard (Dashboard).

More information on the Dashboard, including the state and local indicators, is available on the [California School Dashboard Frequently Asked Questions](#) web page.

---

## 3. What are the eligibility criteria for differentiated assistance?

- a. State law required the SBE to adopt “evaluation rubrics” (which have been implemented as the Dashboard). One purpose of the evaluation rubrics is to determine whether LEAs are in need of additional assistance:
  - COEs must offer differentiated assistance to a school district if any student group meets the criteria for two or more LCFF priorities. *California Education Code (EC) Section 52071(c)*
  - The CDE must offer differentiated assistance to a COE if any student group meets the criteria for two or more LCFF priorities. *EC Section 52071.5(b)*
  - As the accountability system moves forward, the SSPI, with approval of the SBE, may intervene in a school district or COE if three or more student groups (or all the student groups if there are less than three) meet the criteria for two or more LCFF priorities in three out of four consecutive years. *EC sections 52072 and 52072.5.*
- Charter school authorizers must offer differentiated assistance to a charter school and may refer the charter school to the CCEE if three or more student groups (or all the student groups if there are less than three student groups)

meet the criteria for one or more state or school priorities identified in the charter for three out of four consecutive school years. *EC* Section 47607.3.

### **Eligibility Criteria for Differentiated Assistance**

- **Basics** (LCFF Priority 1)
  - 1. Not Met for Two or More Years on Local Performance Indicator
- **Implementation of State Academic Standards** (LCFF Priority 2)
  - 1. Not Met for Two or More Years on Local Indicator
- **Parent Engagement** (LCFF Priority 3)
  - 1. Not Met for Two or More Years on Local Indicator
- **Pupil Achievement** (LCFF Priority 4)
  - 1. Red on both English Language Arts and Math tests OR
  - 2. Red on English Language Arts or Math tests AND orange on the other test OR
  - 3. Red on the English Language Progress Indicator (English Learner Student Group only)
- **Pupil Engagement** (LCFF Priority 5)
  - 1. Red on Graduation Rate Indicator OR
  - 2. Red on Chronic Absence Indicator
- **School Climate** (LCFF Priority 6)
  - 1. Red on Suspension Rate Indicator OR
  - 2. Not Met for Two or More Years on Local Indicator
- **Access to a Broad Course of Study** (LCFF Priority 7)
  - 1. Not Met for Two or More Years on Local Indicator
- **Outcomes in a Broad Course of Study** (LCFF Priority 8)
  - 1. Red on College/Career Indicator

So, for example, a school district would be eligible for differentiated assistance if one or more student groups has:

- Red on English Language Arts and orange on Math (Pupil Achievement), and Red on Suspension Rate (School Climate)
- Red on Graduation Rate (Pupil Engagement), and Not Met for Two or More Years on Parent Engagement Local Indicator (Parent Engagement)\*\*

*\*\*Note: Local indicators apply to the LEA as a whole; for example, how a school district is implementing state academic standards or engaging parents. For purposes*

*of applying these criteria, a rating of Not Met for Two or More Years on a local indicator is applied to each student group within the LEA.*

---

**4. How do school districts get out of differentiated assistance? Do school districts that are currently receiving differentiated assistance ever stop being eligible for differentiated assistance?**

- a. Differentiated assistance is a type of support provided to school districts within the system of support. It is not a label applied to school districts or a status that they enter and exit.

Eligibility for differentiated assistance is determined annually when the Dashboard results are released (around December 1). If performance improves so that the school district no longer meets the criteria, the school district will no longer be eligible for differentiated assistance.

---

**5. Does the state post information about school districts identified for differentiated assistance?**

- a. Yes. This information is posted in conjunction with the release of the Dashboard each fall. It shows all school districts, organized by county and what type of assistance they are receiving. For those school districts receiving differentiated assistance, it also identifies how the school district met the eligibility criteria (i.e., the student group[s] and relevant indicators). A link to the information from the Fall 2017 Dashboard is available on the CDE [LCFF](#) web page.
- 

**6. What will differentiated assistance include?**

- a. The statute, amended as part of the 2018 state budget process, describes what differentiated assistance may entail through four examples, all of which reflect an intent that agencies providing differentiated assistance work



collaboratively with the LEA receiving assistance and that the assistance be flexible and context-specific.

Consistent with the intent under the LCFF that differentiated assistance be tailored to locally identified needs rather than imposed as a one-size-fits all solution, the approach to providing differentiated assistance has the following features:

Support providers work alongside LEAs and their schools to identify key challenges and opportunities

A systemic approach tailored to locally identified needs and strengths connected to the LEA's annual LCAP process

Engagement with local educators and communities as part of decision making

LEAs retain control to select the improvement strategies and actions they will implement to address identified challenges and opportunities

All COEs have committed to working with their districts to facilitate a collaborative review of their Dashboard and other local data and a discussion of underlying causes of performance challenges. COEs have developed common tools and protocols for the facilitated process grounded in improvement science. Additional information on improvement science is available on the [Carnegie Foundation](#) web page.

Additional information on this topic, including specific examples of what differentiated assistance may entail based on local circumstances, is provided in the [November 2017 SBE Item 4\(DOC\)](#).

---

## **7. Do school districts receive additional funding as part of differentiated assistance?**

- a. No. Differentiated assistance is intended to support school districts in building their capacity to improve student outcomes through the LCAP process, which includes deciding how to use resources provided through the LCFF and other state, local, and federal funding sources to meet the needs of students and the local community. As noted, COEs must provide

differentiated assistance to eligible school districts. School districts also have the choice of working with another agency or provider.

COEs receive state funding to support their school districts. As of the 2018-19 fiscal year, this includes an add-on tied to the number of school districts within their county identified to receive differentiated assistance. The funding COEs receive is intended to develop their capacity to support their school districts, which includes providing differentiated assistance. Additional information on COE funding is in the following section.

---