

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

Thursday, January 16, 2020, Regular Meeting

MINUTES

- 1.0 **CALL TO ORDER** – Board president, George W. Simmons, called the Regular Board meeting of the Williams Unified School District Board of Trustees to order at **6:30 PM** on January 16, 2020, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.
- 2.0 **ROLL CALL**
- Trustees Present: George W. Simmons, President
Silvia Vaca, Vice President
Ana Leos-Vera, Member
Alejandra Lopez, Member
Yareli Mora, Member
- Administrative Staff: Dr. Edgar Lampkin, Superintendent
Amanda Zimmerman, Elementary School Principal
Hector Gonzalez, Upper Elementary School Principal
Rosa Villaseñor, SIG Coordinator/ELD Administrator
Dr. Mary Ponce, Secondary Principal
Dr. Nicole Odell, Secondary Assistant Principal
- ASB Representative: Litzie Leos
- Audience: Mechele Coombs, Monica Vega-Mendoza, Vangelis Bolias, Kristi Ward, Tim Wright, Estefania Guillen, Edith Duran
- 3.0 **PLEDGE OF ALLEGIANCE** - Board president, George W. Simmons, led the Board and audience in the Pledge of Allegiance.
- 4.0 **APPROVAL OF THE AGENDA**
- A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the agenda. **Motion passed.**
Ayes 5 **Noes** 0 **Absent** 0 **by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**
- 5.0 **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.
- 5.1 Student Parth Patel addressed the Board and suggested using the Elementary Cafeteria for the High School wrestling program next year instead of the Old Gym.
- Board president George W. Simmons stated they are looking at different locations for that program and have spoken with the wrestling coach Nik Willis.
- 6.0 **PRESENTATIONS**
- 6.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. distributed a handout to the Board and stated the walls of the multipurpose building are getting high. Mr. Threet shared pictures of the progress of the multipurpose room. Colusa County Office of Education has purchased a new play structure for Williams Elementary School. The installation is expected to be complete by next week. Mr. Threet provided an update on the High School gymnasium project. The gym floor will be replaced as well as the bleachers. Work is expected to be completed by the summer. Clark/Sullivan has a preconstruction agreement for this project and is working with staff on the construction schedule to have minimal impact on instruction. The construction

contract will come to the Board at the March Board meeting. The north wing and infrastructure projects have been submitted to DSA. The south wing modernization project is receiving staff feedback. DSA approval is expected over the summer.

- 6.2 Williams Secondary School ASB Representative Litzie Leos addressed the Board and stated she is the ASB treasurer. Current winter sports are wrestling, soccer and basketball. Students with excessive tardies are not allowed to attend sports games. Ms. Hale is working on a Jr. High yearbook. Ms. Povlsen is holding a Jr. High Cheer Camp to increase student interest in the Cheer program. Tutoring positions are open for students in the ASES and ASSETS after school programs. There are additional internship opportunities for students with Mrs. Guillen. The Steps to College fair is being held on Saturday, February 1st. Over 50 colleges and universities will be represented at this college fair. The 4th annual art show will be February 26th. A rally will be held on Friday, January 31. FFA students have cleaned the Ag barn and selected their animals for fair.

7.0 **BOARD REPORTS**

- 7.1 Elementary School Principal, Amanda Zimmerman submitted a written report.
- 7.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor submitted a written report and stated in her role as district attendance supervisor she has been looking at chronic absenteeism for our district. Mrs. Villaseñor stated there is currently no SARB board in Colusa County but we can still build partnerships with associated agencies. Mrs. Villaseñor displayed the 5x5 chronic absenteeism chart from the California Dashboard and shared the status for Williams Unified School District and each school site.
- 7.3 District Liaison, Monica Vega-Mendoza submitted a written report.
- 7.4 Upper Elementary School Principal, Hector Gonzalez submitted a written report and invited the Board members to the Rojelio dance performances for Williams Elementary School on January 22nd and for Williams Upper Elementary School on January 23rd at 6pm in the High School gym.
- Trustee Alejandra Lopez noted she enjoyed the student pictures in Mr. Gonzalez' Board report. It was heartwarming to see the students.
- 7.5 Secondary School Principal, Dr. Mary Ponce submitted a written report and thanked her office staff Mariela Cruz and Lizbeth Jaime for holding up the office while the site secretary and counseling secretary are out. Dr. Ponce thanked Dr. Odell and Veronica Solis for gearing up for course selections. Dr. Ponce thanked Toni Rivera for helping with the High School ASB.
- 7.6 Internship Coordinator, Estefania Guillen Aceves submitted a written report.
- 7.7 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report and stated maintenance, grounds and bus issues were taken care of over break. A substitute groundskeeper was hired and worked over the winter break as well. Mr. Wright shared his experience at the Thomas Built bus factory in North Carolina. Mr. Wright is specifically interested in electric busses. He was able to see how they were made and review the safety factors. Grant opportunities for a new zero emission bus are available with the Rural School Bus program and VW Mitigation. Mr. Wright also toured the Protera plant in the bay area. They make batteries for the Thomas Built electric busses. Next Tuesday, Wednesday and Thursday after school will be the annual fire alarm inspection.
- 7.8 Technology Director, Vangelis Bolias submitted a written report.
- 7.9 Food and Nutrition Director, Kristi Ward submitted a written report and stated site balances are about the same.
- 7.10 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated the Governor released the budget last Friday. Ms. Coombs attended a budget workshop today and we are in a COLA only environment. The COLA is at 2.29% which is less than projected. There are grant opportunities that we can explore and one time funding options.
- 7.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin submitted a written report and stated a correction to his Board report on page 32 of the Board packet. The bond measure is \$19 million not \$12 million. Dr. Lampkin stated the admin team and TOSAs attended an EL Roadmap training today. Our district

received kudos for the work we have done on EL Roadmap implementation. Other districts asked for copies of our data.

Mr. Gonzalez added that it felt good to be ahead of other districts in this area.

Mrs. Villaseñor commended Dr. Lampkin and the Board for involving our staff in the decision-making and input of the LCAP. Mrs. Villaseñor stated of the 80 attendees at the training our district staff ranked among the highest for knowledge and involvement in the LCAP process.

Trustee Silvia Vaca thanked administration for collaborating and doing the hard work that needs to be done. When highlights of our district are shared it feels very rewarding.

Dr. Lampkin stated a district-wide parent survey will be going out tomorrow via mail and is also available on our district websites.

Board president Simmons noted the importance of hearing from parents.

8.0 **EMPLOYEE GROUPS BOARD REPORTS**

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

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

- 9.1 **BOARD MINUTES** – Request to approve Board minutes
 - 9.1.1 December 9, 2019 (Special)
 - 9.1.2 December 13, 2019 (Regular)
- 9.2 **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (Hirschfield)
- 9.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries (T. Rivera)
 - 9.3.1 Prepared by Toni Rivera, General Ledger Report and Bank Reconciliation Report, Williams Middle School Checking Account, November 2019.
- 9.4 **SERVICE AGREEMENTS/CONTRACTS**
 - 9.4.1 Change Order #137-99 for Clark/Sullivan Construction for the Williams MP Building.
 - 9.4.2 Change Order #138-99 for Clark/Sullivan Construction for the Williams MP Building.
 - 9.4.3 Professional Services Agreement with SchoolWorks, Inc. for a Level 1 Developer Fee Justification Study.
 - 9.4.4 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 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 **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 SCHEDULE**

9.8.1 None

9.9 **APPROVE STUDENT HANDBOOKS**

9.9.1 None

9.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**

9.10.1 Updated 2019-20 Inter-District Transfer List

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

9.11.1 CSBA December 2019 Policy Guide Sheet

9.11.2 Revised AR 4161.1 Personal Illness/Injury Leave

9.11.3 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

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez 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.**

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

10.1 Consideration and possible action concerning the approval of the Written Requisition #2 for Disbursements from the Project Fund.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** Written Requisition #2 for Disbursements from the Project Fund. **Motion passed. Ayes __5__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

10.2 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.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Ana Leos-Vera to **APPROVE** the application of Rojana Turner to fill the vacant seat for the Williams Parks and Recreation Commission. **Motion passed. Ayes __5__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

10.3 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.**

A **MOTION** was made by Yareli Mora and **SECONDED** by Alejandra Lopez to **APPROVE** 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. **Motion passed. Ayes __5__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

10.4 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 7th and 9th Grade Wheel.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the proposed changes to Board Policy 6146.1 and Exhibit 6146.1 regarding course modifications to the 7th and 9th Grade Wheel. **Motion passed. Ayes __5__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

11.0 BOARD MEMBER COMMENTS

- 11.1 Trustee Silvia Vaca thanked the office staff at the high school for their work while missing some of their colleagues. And thanked Ms. Solis for helping as well.
- 11.2 Trustee George W. Simmons stated if the dress code policy says no hats then we must enforce no hats or we must update our dress code policy.

12.0 DISCUSSION ITEMS

- 12.1 2020-2021 Attendance Calendar

Discussion with site principals ensued regarding the proposed calendar and how it would conflict with the Colusa County fair. Dr. Lampkin stated there is no way to make everyone happy but we will do the best we can. Overall feedback on the calendar was positive. Staff liked beginning the school year on a Thursday.

- 12.2 2021-2022 Attendance Calendar
- 12.3 2020-2021 Board Meeting Calendar

13.0 INFORMATIONAL ITEMS AND REPORTS

- 13.1 District Enrollment Report
- 13.2 District Discipline Distribution Reports
- 13.3 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 CALPADS Fall 1 Reports

14.0 CORRESPONDENCE

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

Director of Fiscal Services Mechele Coombs stated there is a Governor proposed grant for districts with differentiated assistance.

15.0 FUTURE MEETING DATES

- 15.1 January 21, 2020 (Special – Data and Information)

Trustee Yareli Mora encouraged all Trustees to attend the Special Board meeting. We are looking for data to monitor progress. This may be a tool that you are already using.

- 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 (7:45 PM)

Closed Session will be held regarding the following matters:

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

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

18.0 RECONVENE TO OPEN SESSION (8:17 PM)**Action Taken During Closed Session:**

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

No Action Taken.

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

No Action Taken.

19.0 ADJOURNMENT (8:18 PM)

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** the adjournment. **Motion passed. Ayes __5__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Lopez – 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