

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

Thursday, March 12, 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 March 12, 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 **Arrived at 8:49 pm**  
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: Emily Cano

Audience: Mechele Coombs, Monica Vega-Mendoza, Kristi Ward, Tim Wright, Vangelis Bolias

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

- 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 Community member Pat Ash addressed the Board regarding Williams Unified science test scores that were published in the newspaper. Mrs. Ash stated she is appalled at the scores and that the district must start at the top and assume responsibility. Williams Schools have been going in a downward spiral. Staff is unhappy. Students are leaving the district. One hundred seventy-four students have transferred out of the district. When Mrs. Ash was on the city council they also faced hard times and responsibility had to start at the top. The bullying and bickering needs to stop. We deserve better for these kids.

**6.0 PRESENTATIONS**

- 6.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. distributed a handout to the Board and stated the MP Building is looking really good. The roof insulation is installed and the HVAC units. Construction is anticipated to be complete middle to end of June. COVID-19 has not impacted construction. We are still receiving deliveries. Dry wall is going in and we have a healthy contingency fund. For the gymnasium upgrades project the district is moving forward with ABS Builders for the floor and bleacher replacement.

Amy Schmidt, CEO of ABS Builders introduced herself and stated her company has worked with the district previously on the kindergarten parking lot project. They are located in Colusa County. In a small community schools are the heart of the community and their goal is to not over run costs for small districts. They have not done this type of project before but are eager to show what they can do.

Mr. Threet stated they are also using all local subcontractors for this project. It is bond funded and great to see the funds staying locally. On the agenda tonight is the purchase order with Boberg Flooring. Boberg has been working on the Williams High School Gym floor for several years. Mr. Threet discussed the layers of flooring that are on a gym floor. The infrastructure upgrades project is delayed at the moment and the Northwing and Southwing projects are going to DSA in late March.

- 6.2 Williams Secondary School ASB Representative Emily Cano stated current sports are soccer, golf, track, baseball and softball. Open House will be March 26<sup>th</sup> and will include a Science Fair. We are anticipating a big turnout. The Junior Class is selling tickets for Prom. The Prom theme is starry night. There are currently six scholarship opportunities for students. On April 1<sup>st</sup> there will be a Spring Festival in the gym. On March 13<sup>th</sup> Frozen 2 will be shown in the gym. Miss Cano provided an update on current and upcoming ASB fundraisers.
- 6.3 LCAP Update – Dr. Edgar Lampkin asked each principal to share the stakeholder feedback process for their site and recommendations.

Secondary Principal Dr. Mary Ponce stated they have held two rounds of LCAP stakeholder engagement. It has included staff, leadership teams, ELAC committee, School Site Council, and leadership students. Recommendations were a Teacher on Special Assignment (TOSA) Coach, continuing dual enrollment and digital media classes and maintaining the technology TOSA.

Upper Elementary Principal Hector Gonzalez stated his stakeholders recommended keeping the same goals, as there is more work to be done in those areas. The site would like to add their own Learning Support Specialist.

Elementary Principal Amanda Zimmerman stated her feedback included staff, School Site Council, and Parent Teachers Association. Recommendations were to continue SEAL through Upper Elementary grades. Teachers liked the incorporation of the EL Roadmap and all groups stated there is a need for a librarian.

Administrator Rosa Villaseñor stated in meetings with parents they were able to provide explanation of actions and services and a clear understanding of goals. Parents would like to see an additional Learning Support Specialist so there is one at each site.

Dr. Lampkin stated that all red and orange areas of the California Dashboard must be addressed. We have incorporated the California EL Roadmap to meet the needs of English Learners. We have faced turnover and that has affected the systems we are trying to put into place. We are aligning the Single Plans for Student Achievement with the LCAP. We have more work to do and it takes time. The Board will see a draft of the LCAP in May and we will hold the public hearing and approval in June.

## 7.0 **BOARD REPORTS**

- 7.1 Elementary School Principal, Amanda Zimmerman submitted a written report and stated they held the first Kindergarten Information Night. Ten parents attended and were able to tour campus and ask questions. They will be hosing another one in April.
- 7.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor distributed a handout and provided an update on the Summer Academy. We will have a two-week SEAL module, K-6 Academy and 7-12 Academy. Mrs. Villaseñor will be working on the District Service Agreement for Migrant Education which will go to the Board in April. ELPAC testing is ongoing. It is available online but must still be conducted one on one for younger students.
- Reporter Susan Meeker commented on her article about science test scores for the county. Mrs. Meeker stated students that do not use English as a primary language will have a harder time testing. Different parts of the brain are used. Mrs. Meeker shared a similar experience with her sister taking classes in Germany and struggling with testing.
- 7.3 District Liaison, Monica Vega-Mendoza submitted a written report.
- 7.4 Upper Elementary School Principal, Hector Gonzalez submitted a written report and stated Shady Creek has been rescheduled due to storms. It will now be April 6-9. The carnitas fundraiser is coming up later this month.

Trustee Yareli Mora thanked Mr. Gonzalez for the data in his report and the strategies they are using to help students.

- 7.5 Secondary School Principal, Dr. Mary Ponce submitted a written report and thanked staff for sub coverage during their preps. Dr. Ponce thanked the site and district staff for their teamwork.
- 7.6 Internship Coordinator, Estefania Guillen Aceves stated she is getting ready for summer. She will be hiring 30 students for the literacy program as well as custodial and technology helpers. Mrs. Guillen has approached internships differently this semester and allowed the interested students to come to her. This has produced a better quality intern. The Family Resource Center is not receiving much traffic so they will be advertising their services and setting up a booth at Open House and the Spring Festival. Mrs. Guillen will be presenting a PowerPoint regarding Virtual Job Shadow at the next meeting.
- 7.7 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report and stated he was able to acquire multiple cases of a cleaning product that kills the COVID-19 virus. Staff are focusing on high traffic areas and bathroom fixtures. His staff are giving extra effort to combat this virus.
- 7.8 Technology Director, Vangelis Bolas submitted a written report and shared information on the district's new camera system. It has face recognition and provides a very clear picture. They have been able to catch many incidents with students.
- 7.9 Food and Nutrition Director, Kristi Ward submitted a written report and stated the Wellness Policy will be going to the Board in May. Mrs. Ward received tasting feedback from Leadership students in Mrs. Sebre's class and they also provided a very thorough review of the Wellness Policy.
- 7.10 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report.
- 7.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin stated the district office has moved to the old high school office. Dr. Lampkin commended the office staff and maintenance for their work on the move. Dr. Lampkin has been informing staff on the status of the Coronavirus and we are trying to keep areas clean and things normal. We are using common sense and good judgement. Teachers have incorporated the virus in their curriculum. There are a lot of changes going on throughout the state. The district's bond measure did not pass. Prop 13 being on the ballot did not help things. We need to work with our community and let them know the positive things we are doing. The district will hold a training on March 16<sup>th</sup> on the updated safety plan. Admin are meeting prior to discuss how to rollout the new plan.

## **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 None
- 9.2 **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (V. Wright)
- 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, January 2020.
- 9.4 **SERVICE AGREEMENTS/CONTRACTS**
  - 9.4.1 Cooperative Organization for the Development of Employee Selection Procedures (CODESP) Member Service Agreement for online employment selection materials and training presentations.
  - 9.4.2 Cooperative Organization for the Development of Employee Selection Procedures (CODESP) Agency Security Agreement.
  - 9.4.3 Cooperative Organization for the Development of Employee Selection Procedures (CODESP) Joint Powers Agreement Less than Full-Year.
  - 9.4.4 Clark/Sullivan Potential Change Order #140-99 for Williams MP Building.
  - 9.4.5 Kajeet Services Agreement for Filtered Hotspots for Student Access Complete 500 Data Plan effective February 15, 2020 for a 24 month term.

9.4.6 Agreement for the Challenge Day Program for Williams Jr/Sr High School SY 2020-2021.

9.5 **ROUTINE PURCHASE ORDERS**

Purchase Order #	Vendor	Amount
PO20-00555	Boberg Hardwood Floors Inc.	\$144,100.00

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

Classification	Position	Status	Name
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	Open	
Extra Duty	Summer Academy Administrator	Filled	Veronica Solis
Volunteer	Assistant Softball Coach	Volunteer	Cheri Azevedo

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	Secondary English Teacher SY 20-21	Open	
Certificated	Multiple Subjects Teacher SY 20-21	Open	
Certificated	Multiple Subjects Teacher	Resignations	Lindsey Hall Katherine Thompson Jennifer Wright
Certificated	Secondary English Teacher	Resignations	Amanda Brown Teri Sebree
Classified	Health Clerk Aide	Open	
Classified	Custodian/Groundskeeper	Open	
Classified	Student Supervisor	Filled	Alma Aguirre Leslie Velasquez
Classified	Library Coordinator	Retirement	Renate Simmons

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 None

9.12 **APPROVE FIELD TRIP REQUESTS**

9.12.1 None

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

9.13.1 None

Trustee Yareli Mora asked that the cost of each contract be included in the Board packet moving forward.

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

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

10.1 Consideration and possible action concerning the approval of the 2019-2020 Second Interim Report.

A **MOTION** was made by Alejandra Lopez and **SECONDED** by Yareli Mora to **APPROVE** the 2019-2020 Second Interim Report. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.2 Consideration and possible action concerning the approval of **Resolution #18-031220: District Budget Reclassifications.**

A **MOTION** was made by Yareli Mora and **SECONDED** by Alejandra Lopez to **APPROVE Resolution #18-031220: District Budget Reclassifications. Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.3 Consideration and possible action concerning the approval of Written Requisition #3 for Disbursements from the Project Fund.

A **MOTION** was made by Alejandra Lopez and **SECONDED** by George W. Simmons to **APPROVE** Written Requisition #3 for Disbursements from the Project Fund. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.4 Consideration and possible action concerning the approval of the Construction agreement for ABS Builders, Inc. to construction the improvements on the Williams Jr./Sr. High School – Gymnasium and North Wing Restrooms Upgrades project.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Construction agreement for ABS Builders, Inc. to construction the improvements on the Williams Jr./Sr. High School – Gymnasium and North Wing Restrooms Upgrades project. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.5 Consideration and possible action concerning the approval of the Agreement of Collaboration between the California Department of Education, the Secretary of Public Education of Mexico and Williams Unified School District for the California/Mexico Visiting Teachers Program 2020-2021.

A **MOTION** was made by George W. Simmons and **SECONDED** by Alejandra Lopez to **APPROVE** the Agreement of Collaboration between the California Department of Education, the Secretary of Public Education of Mexico and Williams Unified School District for the California/Mexico Visiting Teachers Program 2020-2021. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.6 Consideration and possible action concerning the approval of out of state travel for Rosa Villaseñor to Mexico City for Exchange Teacher Program Interviews.

A **MOTION** was made by George W. Simmons and **SECONDED** by Alejandra Lopez to **APPROVE** the out of state travel for Rosa Villaseñor to Mexico City for Exchange Teacher Program Interviews. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.7 Consideration and possible action concerning the approval of the proposed changes to Graduation requirements for Driver's Education.

A **MOTION** was made by Yareli Mora and **SECONDED** by Alejandra Lopez to **APPROVE** the proposed changes to Graduation requirements for Driver's Education. **Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

- 10.8 Consideration and possible action concerning the approval of **Resolution #19-031220: Base Program.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE Resolution #19-031220: Base Program. Motion passed. Ayes \_\_3\_\_ Noes \_\_0\_\_ Absent \_\_2\_\_ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – aye, GW Simmons – aye, Vaca – absent.**

## **11.0 BOARD MEMBER COMMENTS**

- 11.1 Trustee Mora asked that we continue to focus our work on our students.

- 11.2 Board president Simmons stated we have done a lot and improved tremendously. But the building blocks must start at the lowest level and work their way up.

Trustee Silvia Vaca arrived at 8:49 pm.

## **12.0 DISCUSSION ITEMS**

### **12.1 BP 5141.21 Administering Medication and Monitoring Health Conditions**

Board president George W. Simmons distributed a handout regarding an article on medical marijuana and schools.

Trustee Alejandra Lopez stated she does not feel this policy is in violation of their oath as Board members.

Trustee Mora feels that type of medication could be given before and after school hours. We would not want an accident where some of the medication is left behind and questioned the likelihood of a student needing it during school hours.

Trustee Silvia Vaca does not feel this policy is a violation. We need to look at what would best serve our community and students.

Discussion ensued regarding the policy and Dr. Lampkin requested guidance on which option the Board would like.

The Board would like to see it added as an action item at the April Board meeting.

## **13.0 INFORMATIONAL ITEMS AND REPORTS**

### **13.1 District Enrollment Report**

### **13.2 District Discipline Distribution Reports**

## **14.0 CORRESPONDENCE**

### **14.1 Notice from the Division of the State Architect regarding Certification of Compliance.**

## **15.0 FUTURE MEETING DATES**

### **15.1 April 23, 2020 (Regular)**

### **15.2 May 21, 2020 (Regular) Trustees Lopez and Vaca will not be available for the May meeting.**

### **15.3 June 9, 2020 (Special – LCAP)**

### **15.4 June 18, 2020 (Regular)**

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

### **16.1 BP 5141.21 Administering Medication and Monitoring Health Conditions**

## **17.0 CONVENE TO CLOSED SESSION (9:17 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**

### **17.3 Public Employee Performance Evaluation Title: Superintendent**

## **18.0 RECONVENE TO OPEN SESSION (10:55 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.**

- 18.3 Public Employee Performance Evaluation  
Title: Superintendent

**No Action Taken.**

**19.0 ADJOURNMENT (11:00 PM)**

A **MOTION** was made by Yareli Mora and **SECONDED** by Silvia Vaca to **APPROVE** the adjournment. **Motion passed.**  
**Ayes \_\_4\_\_ Noes \_\_0\_\_ Absent \_\_1\_\_ by the following vote: Leos-Vera – absent, 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