

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

Thursday, April 23, 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 April 23, 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
Alejandra Lopez, Member

Administrative Staff: Dr. Edgar Lampkin, Superintendent
Amanda Zimmerman, Elementary School Principal via Zoom
Hector Gonzalez, Upper Elementary School Principal via Zoom
Rosa Villaseñor, SIG Coordinator/ELD Administrator via Zoom
Dr. Mary Ponce, Secondary Principal via Zoom
Dr. Nicole Odell, Secondary Assistant Principal via Zoom

ASB Representative: None

Audience: Participation via Zoom.

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 Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the agenda with an amendment to action item 12.10 to add Boberg Hardwood Flooring, Inc to the contract with the bid amount of \$148,500. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, 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 None

6.0 PUBLIC HEARING (6:35 PM)

6.1 Adoption of the following textbooks for Williams Jr/Sr High School:

TITLE	PUBLISHER	GRADES	COPYRIGHT	ISBN #	Meets State Standards
Life Skills Curriculum	Community for Education Foundation	7	2019	Free Download	X
Teen Health	Glencoe	7	2014	9780021385409	X
Geography Alive! Regions and People	Teacher's Curriculum Institute (TCI)	9	2019	9781934534687	X
Health	Glencoe	9	2014	9780021336371	X

7.0 CLOSE PUBLIC HEARING (6:37 PM)**8.0 PRESENTATIONS**

- 8.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. displayed a PowerPoint presentation highlighting the construction at the Elementary Multipurpose Building. Mr. Threet shared pictures of the ADA parking lot, kitchen, restrooms, basketball hoop installation and acoustic panels. ABS Builders have demolished the bleachers for the gymnasium upgrades project. The district went out to bid for the flooring contractor. Boberg Hardwood Flooring, Inc submitted an acceptable bid. There is no contingency built into the agreement so we will expect a change order to come before the Board at the May meeting once we begin tearing out the sub floor. Some dry rot and mold will be tested in the restroom. The North wing modernization and infrastructure projects are waiting on DSA approval. The South wing project is in design mode and will be submitted to DSA in August.

9.0 **BOARD REPORTS**

- 9.1 Elementary School Principal, Amanda Zimmerman stated Williams Elementary has started distance learning. Play lists and packets have been prepared for students. Teachers are taking attendance as they check in with students. On Monday, Ms. Zimmerman and Maria Salcedo will be doing home visits for around 25 students that have not checked in with their teachers.

Trustee Silvia Vaca questioned how often attendance is taken.

Ms. Zimmerman stated attendance is taken weekly. The home visits are for any students that have are unaccounted for online, via email or by phone.

- 9.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor submitted a written report and stated she attends a weekly Zoom meeting with Migrant Education to discuss student supports. The Migrant Camp opened up on April 21st. Mrs. Villaseñor thanked Monica Vega-Mendoza and Natalie Herrejon, the district's McKinney Vento representatives, for having a plan in place for the incoming families. They have made a list of available services and provided enrollment and curriculum support. The Summer Academies will be provided this year via distance learning. The district will collaborate with Modern Teacher, Woodland Community College and Upward Bound to provide services. A bilingual teacher has been selected from the Mexico Exchange program.
- 9.3 District Liaison, Monica Vega-Mendoza submitted a written report.
- 9.4 Upper Elementary School Principal, Hector Gonzalez submitted a written report and stated the Upper Elementary is doing long distance learning. Teachers are taking daily attendance and are communicating concerns about students that are not attending. Mr. Gonzalez will be doing home visits on Monday for any students they have not been able to reach.
- 9.5 Secondary School Principal, Dr. Mary Ponce submitted a written report and stated the Jr/Sr High School provided their parent/student distance learning handbooks and expectations to the Board. They are taking attendance at the end of each week. Teachers are making phone calls to any missing students and sending their names to administrators and counselors for follow up. Dr. Ponce reported that she met with her department chairs today and meets with staff weekly. They are looking at next school year, working on the master schedule, and hiring.
- 9.6 Internship Coordinator, Estefania Guillen Aceves submitted a written report.
- 9.7 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report.
- Board president George W. Simmons questioned the line from the restrooms to the barn.
- Mr. Wright stated he has developed a work around and will disconnect the line and pump it into the pasture. This should eliminate the smell.
- 9.8 Technology Director, Vangelis Bolias submitted a written report and stated distance learning is his life. He is supporting parents, teachers and students.
- Trustee Vaca thanked Mr. Bolias for his work.
- 9.9 Food and Nutrition Director, Kristi Ward submitted a written report and stated they are serving approximately 300 meals per day. They are struggling to get some products and packaging.

Elementary Principal Amanda Zimmerman thanked Kristi and her team for the impressive work they are doing. Ms. Zimmerman added the importance of that daily consistency for our students.

- 9.10 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated that the County Office is asking districts to plan for zero COLA and possible cuts. We are anxiously waiting to hear what the Governor will report out at the May revise.

Dr. Lampkin stated districts are facing cuts statewide and all are preparing for zero COLA.

- 9.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin acknowledged the work staff has been doing. We have completed 3 phases of distance learning. Dr. Lampkin acknowledged the work of the food service department and student supervisors that are feeding families and preparing meals. The Family Resource Center is open daily from 10:00 am to 2:00 pm. Monica and Estefania are fielding phone calls, communicating with office staff, admin and the community. They are doing an incredible job. The MOT staff is cleaning and sanitizing our buildings. Dr. Lampkin acknowledged Ronnie Johnson for his dedication and availability during the school closure. Dr. Lampkin acknowledged site administrators for coordinating all of the manpower, the online preparation and creating packets for students. Dr. Lampkin shared teacher playlists and displayed how students are receiving work. Dr. Lampkin thanked Vangelis Bolias and Alex Evans for coordinating the deployment of devices for families with Frontier. Cell phones with hot spots have been ordered for the families at the Migrant Camp to use. Migrant Camp students are working on packets until these devices arrive. Dr. Lampkin stated he is a member of the Closing the Digital Divide Committee for the state with Tony Thurman and companies like AT&T. Our next phase for district learning is phase 4. We will providing families with information about graduation options, closing the school year and discussing digital summer school. A proposal for virtual graduation will be coming to the Board.

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 February 20, 2020 (Regular)
11.1.2 February 25, 2020 (Special)
11.1.3 March 12, 2020 (Regular)
11.1.4 March 16, 2020 (Emergency)
11.1.5 April 1, 2020 (Special)
- 11.2 **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (V. Wright)
- 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, February 2020.
- 11.4 **SERVICE AGREEMENTS/CONTRACTS**
11.4.1 Licensing Agreement for Document Tracking Services (DTS) for a web-based access to update school and district level reports effective March 15, 2020 – March 15, 2021.
11.4.2 Prestige Maintenance Agreement and Order Form for Caltronics Business Systems for a Canon printer.
11.4.3 Prestige Maintenance Agreement and Order Form for Caltronics Business Systems for six Canon printers.
11.4.4 Electrical Consulting Engineering Fee Proposal for the Engineering Enterprise for the Williams USD Low Voltage Systems Master Plan.
11.4.5 Amendment No. 1 to the Agreement for Special Services between Migrant Education and Williams Unified School District for Migrant Education Advisory Program (MEAP) and Intervention Specialist.
11.4.6 Clark/Sullivan Potential Change Order #139-99 for Williams MP Building.
11.4.7 Clark/Sullivan Potential Change Order #141-99 for Williams MP Building.

11.4.8 Clark/Sullivan Potential Change Order #142-99 for Williams MP Building.
11.4.9 Clark/Sullivan Potential Change Order #143-99 for Williams MP Building.

- 11.4.10 Clark/Sullivan Potential Change Order #304-99 for Williams MP Building.
- 11.4.11 Clark/Sullivan Potential Change Order #305-99 for Williams MP Building.
- 11.4.12 Clark/Sullivan Potential Change Order #306-99 for Williams MP Building.
- 11.4.13 Clark/Sullivan Potential Change Order #308-99 for Williams MP Building.
- 11.4.14 Order from Teaching Strategies for Early Childhood for ReadyRosie Classroom Resources.
- 11.4.15 Modern Teacher Services & Subscription Agreement for Williams Unified School District effective April 1, 2020.

11.4.16 EduNet Proposal for Installation for Internet Connection at home. **Total cost \$110,000**

11.5 ROUTINE PURCHASE ORDERS

11.5.1 None

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

Classification	Position	Status	Name
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	Open	
Extra Duty	Summer Academy Cook	Open	
Extra Duty	Summer Academy Assistant Cook	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	Secondary Music Teacher SY 20-21	Filled	Carrie Clark pending all clearances
Certificated	Secondary English Teacher SY 20-21	Filled	<ul style="list-style-type: none"> • Kathleen (Katie) Sorensen • Sarah Luchetta • Brooklyn Shaffer Kelley Pending all clearances
Certificated	Health Specialist	Open	
Certificated	Multiple Subjects Teacher SY 20-21	Open	
Certificated	Secondary Music Teacher	Resignation	Idbin Acosta
Certificated	Secondary Physical Education Teacher	Retirement	Cindy Gobel
Classified	Health Clerk Aide	Open	
Classified	Custodian/Groundskeeper	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 CSBA Policy Guide Sheet March 2020

11.12 APPROVE FIELD TRIP REQUESTS

11.12.1 Out of State Field Trip request to Oregon State University for JV Volleyball from July 15-18, 2020.

11.13 APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

11.13.1 None

Board president Simmons stated for Consent item 11.4.16 the amount is \$79,777. The amount does not include the Migrant Camp.

Dr. Lampkin noted that the camp adds around 100 units. The amount has increased to \$110,000.

A **MOTION** was made by Silvia Vaca 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 – absent, 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 options within Board Policy 5141.21 Administering Medication and Monitoring Health Conditions.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** option one within Board Policy 5141.21 Administering Medication and Monitoring Health Conditions. **Motion passed. Ayes __2__ Noes __1__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – no, Vaca – aye.**

- 12.2 Consideration and possible action concerning the approval of **Resolution #20-042320: Resolution of the Williams Unified School District, State of California in the Matter of Uniform Public Construction Cost Accounting Procedures.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by George W. Simmons to **APPROVE Resolution #20-042320: Resolution of the Williams Unified School District, State of California in the Matter of Uniform Public Construction Cost Accounting Procedures.** **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.3 Consideration and possible action concerning the approval of adoption of Life Skills Curriculum published by the Community for Education Foundation for Williams Jr/Sr High School for Grade 7.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the adoption of Life Skills Curriculum published by the Community for Education Foundation for Williams Jr/Sr High School for Grade 7. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.4 Consideration and possible action concerning the approval of adoption of the Teen Health textbooks published by ~~Glencoe~~ **McGraw Hill** for Williams Jr/Sr High School for Grade 7.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the adoption of the Teen Health textbooks published by ~~Glencoe~~ McGraw Hill for Williams Jr/Sr High School for Grade 7. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.5 Consideration and possible action concerning the approval of adoption of the Geography Alive! Regions and People textbooks published by Teacher's Curriculum Institute (TCI) for Williams Jr/Sr High School for Grade 9.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the adoption of the Geography Alive! Regions and People textbooks published by Teacher's Curriculum Institute (TCI) for Williams Jr/Sr High School for Grade 9. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.6 Consideration and possible action concerning the approval of adoption of Health textbooks published by ~~Glencoe~~ **McGraw Hill** for Williams Jr/Sr High School for Grade 9.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** adoption of Health textbooks published by ~~Glencoe~~ McGraw Hill for Williams Jr/Sr High School for Grade 9. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.7 Consideration and possible action concerning the approval of the Renewal Application and Resolution for the State and Federal Surplus Property Program.

A **MOTION** was made by George W. Simmons and **SECONDED** by Alejandra Lopez to **APPROVE** the Renewal Application and Resolution for the State and Federal Surplus Property Program. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.8 Consideration and possible action concerning the ratification of the memorandum of understanding between Williams Unified School District and Williams Teachers Association regarding COVID-19 Coronavirus March 23, 2020.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the ratification of the memorandum of understanding between Williams Unified School District and Williams Teachers Association regarding COVID-19 Coronavirus March 23, 2020. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.9 Consideration and possible action concerning the ratification of the proposed memorandum of understanding between Williams Unified School District and the California School Employees Association Chapter #556 related to the coronavirus (COVID-19) response.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the ratification of the proposed memorandum of understanding between Williams Unified School District and the California School Employees Association Chapter #556 related to the coronavirus (COVID-19) response. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.10 Consideration and possible action concerning the approval of the construction agreement for the Williams Jr./Sr. High School Gymnasium Flooring Replacement, Project No. WUSD HS003F. The project was advertised on April 8 and April 15 in the Williams Pioneer. Bids are due on April 22, 2020. The District will review the submitted bid packages and present the lowest responsive bid at the board meeting for approval.

The district recommends approval the bid from Boberg Hardwood Flooring, Inc for \$148,500.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the construction agreement for the Williams Jr./Sr. High School Gymnasium Flooring Replacement, Project No. WUSD HS003F with Boberg Hardwood Flooring, Inc for \$148,500. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.11 Consideration and possible action concerning the approval of **Resolution #21-042320: Designation of Applicant's Agent Resolution for Non-State Agencies April 23, 2020.**

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** Resolution #21-042320: Designation of Applicant's Agent Resolution for Non-State Agencies April 23, 2020. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

- 12.12 Consideration and possible action concerning the approval of **Resolution #22-042320: Resolution on Grading During Emergency School Closures.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** Resolution #22-042320: Resolution on Grading During Emergency School Closures. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, Lopez – aye, Mora – absent, GW Simmons – aye, Vaca – aye.**

13.0 **BOARD MEMBER COMMENTS**

- 13.1 Trustee Silvia Vaca thanked everyone for helping us get to this point. WTA, CSEA and everyone that is a part of this district. I appreciate everything you do for our students.

- 13.2 Board president Simmons questioned if students will get a break for the final quarter of school if we are only grading up until the third quarter.

Dr. Lampkin noted that we are continuing the learning process for students. This is the reason for the grading resolution.

Mr. Simmons noted that this is the future of teaching. We need to ensure our students are prepared for college.

14.0 **INFORMATIONAL ITEMS AND REPORTS**

- 14.1 District Enrollment Report

- 14.2 District Discipline Distribution Reports
- 14.3 Williams Uniform Complaint Quarterly Report from January – March, 2020

15.0 CORRESPONDENCE

- 15.1 Notice from the Division of the State Architect regarding Certification of Compliance.
- 15.2 Letter from the California School Employees Association requesting information and bargaining demand.
- 15.3 Letter from the Colusa County Office of Education regarding the Second Interim report for 2019-20.

16.0 FUTURE MEETING DATES

- 16.1 May 21, 2020 (Regular)
- 16.2 June 9, 2020 (Special – LCAP & Budget Public Hearing) Dr. Lampkin stated there may be a change from the state regarding the LCAP deadline. We are waiting for additional information.
- 16.3 June 18, 2020 (Regular)
- 16.4 July 16, 2020 (Regular)

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 (7:59 PM)

Closed Session will be held regarding the following matters:

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

- 18.3 Public Employee Performance Evaluation
Title: Superintendent

19.0 RECONVENE TO OPEN SESSION (10:27 PM)

Action Taken During Closed Session:

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

No Action Taken.

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

No Action Taken.

- 19.3 Public Employee Performance Evaluation
Title: Superintendent

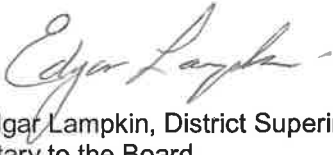
No Action Taken.

20.0 ADJOURNMENT (10:29 PM)

A **MOTION** was made by Silvia Vaca and **SECONDED** by Alejandra Lopez to **APPROVE** the adjournment. **Motion passed. Ayes __3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – absent, 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,

A handwritten signature in cursive script, appearing to read "Edgar Lampkin".

Dr. Edgar Lampkin, District Superintendent
Secretary to the Board
erl/jdc