

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

Tuesday, July 16, 2024, Regular Meeting

**MINUTES**

**1.0 CALL TO ORDER** – Board president, Kathleen Bautista, called the Regular Board meeting of the Williams Unified School District Board of Trustees to order at **6:00 PM** on July 16, 2024, in the Williams Unified School District Board Room, located at 260 11<sup>th</sup> Street, Williams, California. A quorum was established.

**2.0 ROLL CALL**

Trustees Present: Kathleen Bautista, President  
Cesar Perez, Vice President  
Patricia Ash, Member  
Heather Covarrubias, Member  
Edward Davis, Member

Administrative Staff: Sandra Ayón, Ed. D., Superintendent  
Michelle Jorge, Elementary Principal

Audience: Jodi Cortez, Maria Leyva Belmontes, Jaime Mata

**3.0 PLEDGE OF ALLEGIANCE** – Board president, Kathleen Bautista, led the Board and audience in the Pledge of Allegiance.

**4.0 APPROVAL OF THE AGENDA**

A **MOTION** was made by Cesar Perez and **SECONDED** by Patricia Ash to **APPROVE** the agenda. **Motion passed.**  
**Ayes**   5   **Noes**   0   **Absent**   0   **by the following vote:** Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.

**5.0 AUDIENCE/VISITORS PUBLIC COMMENT** – Board president, Kathleen Bautista 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 No public comment.

**6.0 COMMUNICATION / REPORTS**

6.1 Board of Trustees Reports

Trustee Patricia Ash stated she attended the Sports Hall of Fame dinner. Good stories were shared and the recognition was well deserved.

6.2 Sandra Ayón, Ed.D., District Superintendent and Secretary to the Board

Dr. Ayón stated district Summer Schools are complete. The ASES-ELOP Summer Camp will end on July 24. Students have enjoyed various types of enrichment activities; daily water play and field trips to the IMAX theater and Sea Quest in Folsom. A half-day Administrator Retreat is scheduled for August 5. Administrators will set goals and expectations for Math as well as plan the start of the school year. We will host a New Teacher & Staff onboarding on August 7. The onboarding will include an orientation to our district and a bus tour of our city and school sites. The Welcome Back Breakfast – WUSD professional development day will be August 8. Certificated staff will attend breakout sessions and breakfast and lunch will be provided. The first day for students is August 13. Dr. Ayón thanked the MOT and IT departments and student workers for their work over the summer. There is no update at this time for the E Street property. Roy Casey will be here in October for a Board training on the Brown Act as well as in February for the Board Self-Evaluation. Mr. Casey's proposal will go before the Board in August. The district will have a Bond measure on the November 5<sup>th</sup> ballot. We are working with Isom Advisors as we navigate the process. A mailer will be

sent out to Williams residents regarding Measure B. There is an argument in favor of the bond that will be submitted as well. Dr. Ayón shared several Bond reminders with the Board including:

- District resources may not be used to advocate for the measure,
- Employee time may not be used to advocate for the measure,
- Board members and staff may work on a campaign during their own time but may not use District resources to do so,
- District email should never be used to communicate about or support a Measure campaign,
- District may allow groups to use the facilities, need to be open to all sides, think of ramifications before allowing use of facilities,
- District may not urge voters to vote yes or no,
- The Board may take a position on the Measure via a motion/ resolution,
- District employee may not work in support of the Measure during the paid workday,
- It is advised not to have Board members to advocate for the Measure as individuals at District events,
- We have been advised to stay quiet about the Measure such as signs in yards, posters, etc. The survey both paper and phone calls showed the community in favor of the Bond.

Dr. Ayón closed with a reminder from our attorneys regarding bond promotion and district outreach.

Trustee Edward Davis questioned if law signs were allowed.

Dr. Ayón reminded trustees that our bond advisors are suggesting that we don't do any advertising of the bond aside from the mailer.

Trustee Patricia Ash questioned if there would be a community meeting.

Dr. Ayón stated no community meeting is planned because surveys have shown the community is in favor of the bond. Jaime Mata was introduced as the new Chief Business Officer pending Board approval on the agenda.

**7.0 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.

**7.1 BOARD MINUTES** – Request to approve Board minutes.

7.1.1 June 18, 2024 (Special)

7.1.2 June 20, 2024 (Regular)

**7.2 BILLS/WARRANTS** – Request to approve warrants list, special variable payroll.

**7.3 SERVICE AGREEMENTS/CONTRACTS**

7.3.1 Colusa County Consortium Plan for Serving Expelled Students July 1, 2024 - June 30, 2027.

7.3.2 Memorandum of Understanding between Williams Unified School District and Williams Police Department July 1, 2024 – June 30, 2027.

7.3.3 Renaissance Quote Summary for Accelerated Reader and myON subscriptions through August 31, 2025.

7.3.4 Teacher Synergy TPT School Access Quote for Resource Licenses for Williams Elementary School through July 31, 2025.

7.3.5 McGraw Hill Quote for CA Wonders Materials for Williams Elementary School.

**7.4 ROUTINE PURCHASE ORDERS**

	Purchase Order #	Vendor	Amount
7.4.1	BPO25-00005	General Produce	\$40,750.00
7.4.2	BPO25-00006	Gold Star Foods, Inc.	\$130,500.00
7.4.3	PO25-00008	Curriculum Associates	\$62,329.00
7.4.4	BPO25-00012	Pacific Gas & Electric Company	\$200,000.00
7.4.5	BPO25-00013	Recology Butte Colusa Counties	\$39,999.96
7.4.6	PO25-00016	Aeries Software Inc	\$30,122.50
7.4.7	BPO25-00017	Frontier	\$40,800.00
7.4.8	BPO25-00020	Sysco Food Service	\$115,871.00
7.4.9	PO25-00021	Fagen Friedman & Fulfroost LLP	\$30,000.00
7.4.10	BPO25-00022	The Danielsen Co	\$195,900.00
7.4.11	BPO25-00024	City of Williams	\$48,000.00
7.4.12	PO25-00025	Sunbelt Staffing	\$68,820.00
7.4.13	BPO25-00026	Williams Hardware	\$30,000.00
7.4.14	PO25-00028	James Marta & Co LLP	\$33,400.00
7.4.15	BPO25-00031	Hylen Distributing	\$91,000.00
7.4.16	PO25-00033	Colusa County Office of Education (Escape Software Fees)	\$36,771.23

7.4.17	PO25-00034	Colusa County Office of Education (CEWAN Fes)	\$54,452.34
7.4.18	PO25-00035	Colusa County Office of Education (Special Education)	\$2,010,939.00
7.4.19	PO25-00072	TCI (Social Studies licenses)	\$59,800.00
7.4.20	PO25-00091	Open Up Resources	\$32,000.00
7.4.21	PO25-00098	Dubuque Bank and Trust	\$206,000.00
7.4.22	PO25-00100	Willington Trust 2016 COP	\$197,037.50
7.4.23	PO25-00101	Willington Trust 2019 COP	\$224,450.00
7.4.24	PO25-01274	Schools Excess Liability Fund	\$46,795.87

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

Classification	Position	Status	Name
Extra Duty	Assistant Varsity Football Coach	Open	
Extra Duty	Varsity Football Coach	Filled	Forrest Bateman
Extra Duty	Assistant Varsity Football Coach	Filled	Forrest L. Bateman
Extra Duty	Junior Varsity Football Coach	Filled	Scott Stephens
Extra Duty	Assistant Junior Varsity Football Coach	Filled	Kevin Spesert
Extra Duty	Varsity Boys Basketball Coach	Filled	Jeff Lemus
Extra Duty	Junior Varsity Boys Basketball Coach	Filled	Robert Tamayo
Extra Duty	Wrestling Coach	Filled	Nik Willis
Extra Duty	Varsity Volleyball Coach	Filled	Darren Robinson
Extra Duty	Junior Varsity Volleyball Coach	Filled	Kearra Gurule
Extra Duty	Golf Coach	Filled	Darren Robinson
Extra Duty	Baseball Coach	Filled	Robert Tamayo
Extra Duty	Softball Coach	Filled	Mingy Altamirano
Extra Duty	Boys Soccer Coach	Filled	Humberto Guzman
Extra Duty	Girls Soccer Coach	Filled	Phillip Santillan
Extra Duty	Fall Cheerleading Coach	Filled	Ashlin Covarrubias
Extra Duty	Jr. High Volleyball Coach	Filled	Nayeli Contreras
Extra Duty	7 <sup>th</sup> Grade Boys Basketball	Filled	Tony Hermann
Extra Duty	8 <sup>th</sup> Grade Boys Basketball	Filled	Lane Bledsoe
Extra Duty	7 <sup>th</sup> Grade Girls Basketball	Filled	Lane Bledsoe
Extra Duty	8 <sup>th</sup> Grade Girls Basketball	Filled	Tony Hermann
Extra Duty	Jr. High Boys Soccer	Filled	Nayeli Contreras
Extra Duty	Jr. High Girls Soccer	Filled	Lizbeth Jaime

**7.6 APPROVE CERTIFICATED / CLASSIFIED / CONFIDENTIAL PERSONNEL REPORT-** Request to approve personnel items relating to Certificated, Classified and Confidential personnel reports.

Classification	Position	Status	Name
Certificated Management	Secondary Assistant Principal	Open	
Confidential Management	Chief Business Officer	Filled	Jaime Mata
Confidential Management	Director of Maintenance, Operations & Transportation	Open	
Certificated	Health Specialist	Open	
Certificated	Secondary Visual & Performing Arts/CTE Arts Media Entertainment Teacher	Open	
Certificated	Secondary Math Intervention Teacher	Open	
Classified	Technology Support Technician	Filled	Cecilia Lopez
Classified	Bilingual Paraeducator	Open	
Classified	Cafeteria Assistant	Open	

**7.7 APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULES**

7.7.1 Revised 2024-25 Williams Elementary School Master Schedule

7.7.2 2024-25 Williams Elementary School Instructional Minutes

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

7.8.1 CSBA Policy Updates June 2024

7.8.2 Exhibit 9270: Conflict of Interest

**7.9 APPROVE FIELD TRIP REQUESTS**

7.9.1 Overnight field trip request for the FFA Chapter Officer Leadership Conference, August 18-20, 2024.

A **MOTION** was made by Patricia Ash and **SECONDED** by Cesar Perez to **APPROVE** the Consent Calendar. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

**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 approval of **Resolution #01-071624: Resolution Adopting a Conflict of Interest Code.**

A **MOTION** was made by Edward Davis and **SECONDED** by Cesar Perez to **APPROVE Resolution #01-071624: Resolution Adopting a Conflict of Interest Code. Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

**8.2** Consideration and possible action concerning the approval of the Williams Unified School District Integrated Pest Management Plan.

A **MOTION** was made by Patricia Ash and **SECONDED** by Edward Davis to **APPROVE** the Williams Unified School District Integrated Pest Management Plan. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

**8.3** Consideration and possible action concerning the approval of the Agricultural Career Technical Education Incentive Grant 2024-25 Application for Funding for Williams Jr/Sr High School.

A **MOTION** was made by Heather Covarrubias and **SECONDED** by Edward Davis to **APPROVE** the Agricultural Career Technical Education Incentive Grant 2024-25 Application for Funding for Williams Jr/Sr High School. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

**9.0 INFORMATIONAL ITEMS AND REPORTS**

**9.1** Williams Uniform Complaint Quarterly Report: April – June, 2024

**10.0 FUTURE MEETING DATES**

- 10.1 August 15, 2024 (Regular)
- 10.2 September 12, 2024 (Regular)
- 10.3 October 17, 2024 (Regular)
- 10.4 November 21, 2024 (Regular)

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

**11.1** None

**12.0 CONVENE TO CLOSED SESSION (6:17 PM)**

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

- 12.1 Student Discipline - Expulsion Case No. 2324-03 (EC 48918)
- 12.2 Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9)

**13.0 RECONVENE TO OPEN SESSION (7:15 PM)**

**Action Taken During Closed Session:**

**13.1** Student Discipline - Expulsion Case No. 2324-03 (EC 48918)

A **MOTION** was made by Patricia Ash and **SECONDED** by Edward Davis to **APPROVE** a stipulated expulsion for Case No. 23-24-03. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

13.2 Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9)

**No Action Taken.**

**14.0 ADJOURNMENT (7:18 PM)**

A **MOTION** was made by Edward Davis and **SECONDED** by Patricia Ash to **APPROVE** the adjournment. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – 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 blue ink, appearing to read 'S. Ayón', with a long horizontal flourish extending to the right.

Sandra Ayón, Ed. D.  
Secretary of the Board  
sa/jdc