

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

Thursday, August 15, 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 August 15, 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  
James Welcome, Secondary Principal

ASB Representative: Evelyn Guevara

Audience: Aksil Coombs, Jodi Cortez, Yvette Velazquez, Maria Leyva

**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

Board vice president Cesar Perez stated he attended the High School back to school night. He introduced Ramiro Solis who will be joining the School Board in December.

Trustee Patricia Ash attended the City Council meeting.

Trustee Heather Covarrubias also attended the High School back to school night. It was well attended. Students seemed eager to start school and staff were positive. There were nice interactions between staff and parents.

6.2 Evelyn Guevara, Associated Student Body President and Board Representative

Miss Guevara shared school reports from each school site beginning with Williams Elementary School. On August 5 and 6 Kinder Camp was held for over 100 students. New Kindergarteners learned the routines of the classroom and their new school. They also had fun with arts and crafts focused on the book Rainbow Fish. On Monday, August 12 the annual Sneak-a-Peek was well attended by families. The Elementary PTO decorated the school for the first day with a

balloon arch, yard signs, and a new backdrop for the selfie station. At Williams Upper Elementary School, they are gearing up for a great school year. This year's theme is "Let the Adventure Begin". A Sneak-a-Peek was held on Monday. The first day of school was a great success. The Upper Elementary Back to School night will be Thursday, September 5 at 5:30pm. The Williams Jr. Sr. High School theme this year is "To Infinity and Beyond". The High School is off to an energetic start. Athletics have been practicing through the summer and are ready for Friday Night Lights, glory on the court as well as wherever cross country may take them. Leadership students held their first ever Boot Camp and presented to staff during pre-service. They also hosted two days of 7th Grade Orientation. Class and club officers, FFA, and ASB started off the year by going to an Escape room. ASB, FFA, and Cadet officers attended the National Night Out in representation of the school. Counselors are finishing up schedule changes and balancing classes this week. Ag students are already on their way to a conference next week, and are ready to use their new welding facilities and renovated greenhouse. We started the year with rallies the first day of school to discuss the new dress code and discipline, celebrate academic successes from spring assessments, and crown the current Juniors and 7th graders as spirit champions. Miss Guevara stated the campus has not looked this clean and organized in a long time. She gave a shout out to the MOT team and student workers for all of the work this summer. It's going to be a great year.

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

Dr. Ayón shared student enrollment numbers for each school site, as of this morning we have 1312 students enrolled. On August 5 district administrators met for an Admin Retreat. They were able to review several items of business in preparation for the first day of school. They dove into district plans for our focus on math which include trainings on math standards, math posters on the walls, as well as a walk-through tool for observations. On August 6, New Staff On-Boarding/Orientation was held. The day was full of introductions, new information, and getting to know the district. The new employees from last school year and this school year were invited for this half day event. They met all the district office staff and the department directors. They were given information about technology, field trips, Aeries, insurance information, and more. The morning ended with Angel Mendez driving everyone on a safari in a school bus to show them around the city of Williams. The safari was narrated by Mr. Welcome guiding them to where our students and staff reside, the Education Village, the migrant camp, many of the eateries and more. Breakfast and lunch were provided. August 7 was the Back to School Breakfast and Professional Development. We had a great start to the school year with a few fun activities and then a day full of professional development. Lunch was also provided. The first day of school was August 13, the general feeling around campus is that of excitement. Dr. Ayón shared an update on facilities. The student workers and MOT staff did an amazing job over the summer getting us ready for the start of school. The lawns and fields are green, the welding structure is complete with only a few items left for clean-up, and the Upper Elementary playground is now complete. We are in the process of updating the Lower Elementary preschool/ kinder playground. We plan to get new equipment in place of the sandbox that was removed. New artificial turf and drainage were added by the district office, giving the face of the school a new look. We have received a new diesel bus and it has passed the CHP inspection. An electric bus is ready for delivery as well. We asked to hold off delivery until school was in session. We are in the process of preparing the infrastructure for the electric bus with the help of George Parker. The informal bidding process has started for an extension on the west side of the bus barn. The plan is to move all the vehicles to that side with some shade protection and make room for our buses. Our broker met with the City to discuss the division of the property into two parcels and they both agreed that it is consistent with the city's general plan. The broker is finishing the application for the split and will be submitting it to the city.

## 7.0 **PRESENTATIONS**

### 7.1 Williams USD Reach All Students

Dr. Ayón shared a presentation regarding how the district plans to reach all students. The district offers students academics, athletics, clubs, Cadet Core, after school programs, music and art. The district has created a belief statement, district priorities and goals, a motto, vision and mission statement. The district's LCAP Goals were shared relating to Achievement, Conditions of Learning, Family Engagement and our newest goal Equity Multiplier Focus. Dr. Ayón shared the programs related to our achievement goal including 3-year single focus site plans, after school programs, iReady, Write Tools and others. The Task Force committee will continue to monitor and support curriculum and instruction, assessments and technology, LCAP goals and actions and school safety. The Task Force committee created a graduate profile outlining life skills, learning skills and academic skills WUSD students will be able to accomplish by the time they graduate. For conditions of learning the district has implemented multi-tiered systems of support, positive behavior intervention support and intervention programs. Family engagement opportunities include Back to School Nights, Open House, information nights, student performances and many others. The district uses daily bulletins, ParentSquare, Facebook, websites and electronic marquees to communicate with parents. Parents may also serve on school site councils, parent-teacher organizations, and other site-based committees. District administrators and instructional coaches focus on data driven instruction and classroom walkthroughs. This year the focus will be on

math instruction. Highlights from the last three years for each school and the district were shared. Dr. Ayón shared that the district will use iReady data chats, attendance and professional learning for staff as they plan for the future. Over the summer, district administrators read two books to support our new math focus.

## 7.2 Board and Superintendent Goals

Dr. Ayón shared a presentation regarding Board and Superintendent goals which includes our district belief statement, priorities, goals, district motto, vision statement and our mission statement. Guidelines and Key areas were shared as they tie in to the LCAP Goals. Dr. Ayón shared the actions and services that have been accomplished over the last three school years in the LCAP. For the new LCAP Goal 4 of Enhancing Educational Equity at Alternative High School, Mid-Valley, and Independent Study Program the district plans to develop and implement personalized learning plans for students, provide access to the necessary technology and learning resources and adopt an inclusive curriculum that reflects the diverse background of our student population. The annual planning document was shared for past school years. Dr. Ayón distributed a handout to the Board with the focus for the 2024-25 school year for each LCAP Goal. To prepare students for college and career the district will focus on improving math instruction, grades, attendance, dual enrollment offerings and CTE pathway completers. To attract and retain highly qualified teachers Dr. Ayón shared the district has implemented an on-boarding process and instructional coaches. To increase family involvement the district plans to offer academic nights for parents to attend and increase attendance at ELAC, DELAC, SSC and PTO meetings. Dr. Ayón elaborated about more improvements to come at Mid Valley including a mural, trees and tables.

## 7.3 Elementary Summer School Overview

Mrs. Jorge shared a presentation about the K-6 Summer School and introduced the teachers for each grade level. Summer school enrollment was at 109 students with 30 migrant students enrolled. The theme for each grade was shared. Kindergarten students learned about the ocean. First grade students focused their studies on ocean animals. The second-grade theme was camping and they learned about 3-digit addition and subtraction, counting money and telling time. Second grade students also worked on narrative, sequence and opinion writing as well as storytelling. Third grade students learned about the Olympic games which included research-based writing and presentations. Fourth grade students practiced reading fluency and did a novel study on Because of Winn Dixie. In the 5<sup>th</sup> grade students learned about the solar system incorporating math and writing into their studies. Sixth graders conducted studies on famous artist Andy Warhol, made self-portraits and read Tuck Everlasting. The theme for migrant student pull-out was under the sea. Students studied the five oceans of the world including animals and their habitats. Students also incorporated arts, crafts and writing into their summer learning. Elementary summer school students also enjoyed a field day full of fun outdoor activities and a puppet show.

**8.0 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.

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

8.1.1 July 16, 2024 (Regular)

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

8.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries

8.3.1 General Ledger Report and Bank Reconciliation Report, Williams Elementary & Upper Elementary Schools Checking Account, June 2024.

8.3.2 General Ledger Report and Bank Reconciliation Report, Williams Jr/Sr High School Checking Account, June 2024.

8.4 **SERVICE AGREEMENTS/CONTRACTS**

8.4.1 Confirmation to Wilmington Trust that Williams Unified School District has made adequate provision in its annual budget for the payment of Lease Payments 2016 Certificates of Participation (COP).

8.4.2 Written Certification for Wilmington Trust stating compliance with the provisions in Section 5.7 of the Lease Agreement 2016 COP.

8.4.3 Confirmation to Wilmington Trust that Williams Unified School District has made adequate provision in its annual budget for the payment of Lease Payments 2019 COP.

8.4.4 Written Certification for Wilmington Trust stating compliance with the provisions in Sections 5.3- 5.7 of the Lease Agreement 2019 COP.

8.4.5 Quote from Beacon Athletics for bleachers for visitor side at McCarl Field.

8.4.6 Proposal for EPI, LLC. for review of highly effective instructional strategies, Board etiquette and Board self-evaluation with Roy Casey.

- 8.4.7 Memorandum of Understanding between Colusa County Office of Education and Williams Unified School District for Services of the Education Program at S. William Abel Academy.
- 8.4.8 Tri-County Induction Program Contract for Services Between Sutter County Superintendent of Schools as the Local Education Agency for the Tri-County Induction Program, Participating County Offices of Education and Participating Sutter County School Districts and Employing Agencies for School Year 2024-2025.
- 8.4.9 Berry Electric Estimate for Internet Fiber to Williams High School Football Field.
- 8.4.10 Houghton Mifflin Harcourt Proposal for Williams Unified School District for Go Math CA K-3 2025 Renewal.
- 8.4.11 Service Agreements that have cleared the CITE Student Data Privacy Compliance vetting process for current district applications.
- 8.4.12 EMCOR Services / Mesa Energy Systems, Inc. scope of work for removal and replacement of the boy's locker room 6-ton Trane HVAC unit.
- 8.4.13 EMCOR Services / Mesa Energy Systems, Inc. scope of work for installation of 3-ton Fujitsu mini split cooling unit for the football snack bar building to cool the IDF equipment.

**8.5 ROUTINE PURCHASE ORDERS**

	Purchase Order #	Vendor	Amount
8.5.1	PO25-00150	JV's Custom Concrete	\$ 58,000.00
8.5.2	PO25-00166	Berry Electric Inc.	\$ 35,646.73

**8.6 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	Cross Country Coach	Filled	Nik Willis
Extra Duty	Track Coach	Filled	Kinsey McDonald
Extra Duty	Assistant Track Coach	Filled	Dan McDonald

**8.7 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	Director of Maintenance, Operations and Transportation	Open	
Confidential Management	Interim Accountant	Variable Service Agreement	Aksil Howell-Coombs
Certificated	Health Specialist	Open	
Certificated	Secondary Math Intervention Teacher	Open	
Certificated	Secondary VAPA/CTE Arts Media Teacher	Open	
Certificated	Multiple Subjects Teacher	Leave of Absence Request 10/2/2024-10/11/2024	Lynn Reister
Classified	Bilingual Instructional Assistant	Open	
Classified	Student Supervisor	Open	
Classified	ASES Paraeducator	Open	
Classified	Cafeteria Assistant	Filled	Marlene Estrada Tapia
Classified	ASES Paraeducator	Resignation	Marlene Estrada Tapia Viviana Tapia
Classified	Student Supervisor	Resignation	Cecilia Valencia
Classified	Paraeducator	Resignation	Angelica Perez Jimenez

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

- 8.8.1 Surplus of District Vehicle

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

- 8.9.1 2024-25 Williams Jr/Sr High School Instructional Minutes
- 8.9.2 2024-25 Mid Valley Continuation Instructional Minutes
- 8.9.3 2024-25 Williams Upper Elementary School Instructional Minutes
- 8.9.4 2024-25 Williams Upper Elementary School Master Schedule

**8.10 APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E) AND BOARD BYLAWS (BB)****8.10.1 CSBA Policy Updates July 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.**

**9.0 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.**9.1** Consideration and possible action concerning the approval of the agreement between Williams Unified School District and George Roofing for the Williams High School – 2024 Roofing Project.

Dr. Ayón stated this project is for the south wing and boy's locker room area which leaks constantly. It is the staff's recommendation to approve.

A **MOTION** was made by Heather Covarrubias and **SECONDED** by Edward Davis to **APPROVE** the agreement between Williams Unified School District and George Roofing for the Williams High School – 2024 Roofing Project. **Motion passed. Ayes \_\_5\_\_ Noes \_\_0\_\_ Absent \_\_0\_\_ by the following vote: Ash – aye, Bautista – aye, Covarrubias – aye, EB Davis – aye, Perez – aye.**

**10.0 INFORMATIONAL ITEMS AND REPORTS****10.1** 2022–23 Teaching Assignment Monitoring Outcomes

Dr. Ayón advised that this was an informational item that was not available at the time the local indicator data was published. This is for Local Indicator Priority 1 on the California Dashboard.

**11.0 FUTURE MEETING DATES**

- 11.1 September 12, 2024 (Regular)
- 11.2 October 17, 2024 (Special 5:00pm-6:30pm)
- 11.3 October 17, 2024 (Regular 6:30pm)
- 11.4 November 21, 2024 (Regular)
- 11.5 December 16, 2024 (Regular)

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

- 12.1 Sufficiency or Insufficiency of Instructional Materials
- 12.2 Gann Limit
- 12.3 Unaudited Actuals

**13.0 CONVENE TO CLOSED SESSION (6:42 PM)**

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

- 13.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)
- 13.2 Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2))

**14.0 RECONVENE TO OPEN SESSION (7:30 PM)**

**Action Taken During Closed Session:**

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

**No Action Taken.**

- 14.2 Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(2))

**No Action Taken.**

**15.0 ADJOURNMENT (7:33 PM)**

A **MOTION** was made by Patricia Ash and **SECONDED** by Heather Covarrubias 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 stylized flourish at the end.

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