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"THE CENTRAL MISSION OF THE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT IS TO PROVIDE HIGH QUALITY INSTRUCTION, WITH STUDENT ACHIEVEMENT AS THE HIGHEST DISTRICT PRIORITY."

MINUTES

of a regular meeting of the Board of Trustees of the
West Sonoma County Union High School District

August 27, 2008
Analy High School Library
6950 Analy Avenue
Sebastopol, CA 95472

5:00 p.m. Open Session
5:05 p.m. Closed Session
Approximately 6:00 p.m. Open Session

I. PRELIMINARY

- A. CALL TO ORDER-The meeting was called to order at 5:00 p.m.
- B. ROLL CALL
- | <u>Present</u> | <u>Absent</u> |
|---------------------------------|--------------------------|
| Jeanne Fernandes, President | |
| Kellie Noe, Vice-President | |
| Diane Landry, Clerk | |
| | Jeffrey Diamond, Trustee |
| Susan Devoto, Trustee | |
| Keller McDonald, Superintendent | |
- C. COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA – None
- D. RECESS TO CLOSED SESSION – Recessed to closed session at 5:05 p.m.
1. STUDENT DISCIPLINE CASE #16-(07/08), #17-(07/08) AND #18-(07/08)
 2. PUBLIC EMPLOYMENT
 - a. Certificated
 - b. Classified
 - c. Confidential
 - d. Coaches
 - e. Department Chairs
 3. DISCIPLINE/DISMISSAL/RELEASE
 - a. Certificated request for leave of absence for 2008-2009
 4. EVALUATIONS
 - a. Superintendent
 - b. Management Employees
 - c. Certificated Employees
 - d. Supervisory and Confidential Employees

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- e. Classified Employees
5. CONFERENCE WITH LABOR NEGOTIATOR - (Government Code Section 54957.6)

EMPLOYEE ORGANIZATION: _____ AGENCY NEGOTIATORS:

Represented Employees:

WSCTA Keller McDonald/Steve Jorgensen

CSEA KellerMcDonald/Steve Jorgensen

Unrepresented Employees:

Confidential/Supervisory Keller McDonald

Management Keller McDonald

Superintendent Keller McDonald

6. PENDING LITIGATION – 1 CASE (Government Code Section 54956.9)
- E. RECONVENE TO OPEN SESSION – Reconvened to Open Session at 6:07 p.m.
- F. PLEDGE OF ALLEGIANCE – Sandy Reynolds led the Pledge of Allegiance.
- G. APPROVAL OF THE AGENDA – Keller McDonald requested to pull items D, E and F from the Discussion and Action Items. Trustee Landry moved to approve the agenda without items D, E, and F. Trustee Noe seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- H. CONSENT CALENDAR – Trustee Noe moved to approve the Consent Calendar. Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent.
1. CONSIDERATION OF JUNE 4 AND 25, 2008 BOARD MINUTES
 2. CONSIDERATION OF SUPERINTENDENT’S RATIFICATION OF OVERNIGHT FIELD TRIP REQUESTS
 3. CONSIDERATION OF OVERNIGHT FIELD TRIP REQUESTS
 4. SECOND READING AND CONSIDERATION OF APPROVAL OF BOARD ADOPTION OF STANDARDS BASED INSTRUCTIONAL MATERIALS IN SOCIAL SCIENCE (GRADE 9) AND HEALTH (GRADE 9)
 5. CONSIDERATION OF APPROVAL OF REVISED DEFERRED MAINTENANCE PLAN
 6. CONSIDERATION OF APPROVAL OF CONTRACTUAL AGREEMENT FOR SPEECH AND LANGUAGE THERAPIST SERVICES
 7. CONSIDERATION OF APPROVAL OF EMPLOYMENT AGREEMENT FOR PSYCHOLOGIST BILINGUAL ASSESMENTS
 8. CONSIDERATION OF APPROVAL OF CONTRACT FOR SCHOOL OCCUPATIONAL THERAPY SERVICES
 9. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SONOMA COUNTY SUPERINTENDENT OF SCHOOLS AS THE LOCAL EDUCATIONAL AGENCY FOR THE NORTH COAST BEGINNING TEACHER PROGRAM, PARTICIPATING COUNTY OFFICES OF EDUCATION, AND WSCUHSD
- I. INPUT FROM THE PUBLIC REGARDING ITEMS NOT ON THE OPEN SESSION AGENDA – None
- J. CLOSED SESSION REPORT
1. STUDENT DISCIPLINE – Trustee Landry moved to approve the recommendations of the Administrative Hearing Panel in student discipline cases

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#16-(07/08), #17-(07/08) AND #18-(07/08). Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent.

2. ACTION TAKEN – Trustee Landry reported the Board took the following action in closed session:

Employed:

Kai Hamblin, .8 FTE, El Molino

Rick Douglas, .2 FTE, El Molino

Karen Slocum, District office secretary, effective August 18, 2008

Darlene Packard, El Molino, Counseling Secretary, effective August 14, 2008

Melissa Norris, El Molino, Student Store, effective August 18, 2008

Jonathan Kingsbury, Analy, Campus Supervisor, effective August 20, 2008

Karen Lamb, District office, Executive Secretary, effective August 1, 2008

Increase FTE of the following teachers effective August 18, 2008:

Tera Crawford to 1 FTE

Dan Bourdon 1.07 FTE

Andy Del Monte to 1 FTE

Laura Dixon to .78 FTE

Catherine Grace to .81 FTE

Increase Gianna De Persiis Vona to .67 FTE

Increase Lindsey Apkarian to 1 FTE

Increase hours of Michael McAuley from 5.6 to 6 hours a day, Consortium

Approved the following Fall Coaches:

Position	Analy	El Molino
Football		
Varsity Head	Daniel Bourdon	Mike Roan
Varsity Assist.	D.J. Sexton	Matt Transue
Varsity Assist.	Toby Carpenter ***	Ryan Hopkins ***
J.V. Head	Joe Maloney	Mousa Husary
J.V. Assist.	Randy Lingel	Dave Ramalia **
J.V. Assist.		Richard Kasmier ***
Frosh Head	Tom Tosti	Randy Parmeter #(30 day delay)**
Frosh Assist.	Robert Brasil	Not filling this position
Volunteer	Bob Burtwell	Tony Massey ***
Volunteer	John Shoulders ***	Bill Borges
Volunteer	Dave Mantooth	Clay Thistle **
Volunteer	Doug Petersen **	Derek Sheets **
Volunteer	Mike Barnard	Kyle Sheets **
Volunteer	Nick Acheson	
Volunteer	Nikko Miller	
Volunteer	Phil Davis ***	
Volunteer	Dominic Houlemard	
Soccer		
Boys Varsity Head	Peter Meechan	George Wells
Boys J.V. Head	Martin Linley	Daniel Calmeyer
Girls Varsity Head	Joseph Heil	Julius Ujeh
Girls J.V. Head	Matt Shubin	Julius Ujeh
Volunteer – Girls	Brittney Briones	
Volunteer – Boys	Jimmy Olvera #	
Cross Country		
Head	Kim Illian	Darryl Beardall

Assist.	Art Martin #**	
Volunteer		Wendy Busch
Volunteer		Robert McDaniel #**
Volleyball		
Varsity Head	Nancy Williams	Lindsey Smith
J.V. Head	Holly Folendorf	Bob Gessinger
Frosh Head	Nancy Williams	Bob Bowers
Volunteer	Katy McCollister #	
Volunteer	Alex Winters #**	
Girls Tennis		
Head	Rick Passero	Jenn Hamm
Volunteer		
Girls Golf		
Head	Diane Lloyd #	Bill Olzman
Volunteer		

Approved the following 2008-2009 Department Chairs:

Department	Analy	El Molino
Counseling	Carol DeBello	Jean Erbland
English	Laurie Fadave	Laura Malcolm
Fine Arts	Andy DelMonte	Kent Wilson
Mathematics	Dave Casey/Betsey Amirkhan	Leslie Grassel/Rachel Lasek
Foreign Language	Lisa Isabeau	Michele Larkin
Physical Education	Nancy Williams	Tracy Carr
Science	Roger Wilson	Kim Greco
Social Studies	Matt Kristensen	Ron Ruiz
Special Education	Sharon Dugan	Fran Barrett
Voc Tech	Tomi Smith	Martin Curtis

Approved the request for an unpaid medical leave of absence for the 2008-2009 school year for Victor Kunst.

II. COMMUNICATION

- A. VERBAL-None
- B. WRITTEN – The Superintendent received a letter regarding CSBA nominations. Trustee Fernandes, received a letter from Jared Huffman and Lynn Woolsey responding to her communications to them regarding the State budget, and a letter from CTA regarding informational picketing planned on September 4th regarding the state budget crisis. She also received an invitation to the CSBA school wellness conference for October 2009.

III. REPORTS

- A. PRINCIPALS

Chris Heller, Analy Principal, reported the enrollment for the opening of school is 1,261. Analy has 361 incoming freshman. The in-service day and department meetings were great. Wonderful opening of school; the staff, kids and community were awesome. Back to School Night is Tuesday, September 9, 2008.

Ross Bickford, Laguna Principal, extended congratulations to Trustee Landry and welcomed David Stecher back to the Board. Laguna had a smooth opening. Happy to report no new staff members and it is good to have a year with the same office staff.

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Laguna has a brand new computer lab and the mini labs are being updated. Looking forward to a new phone system. Enrollment continues to grow.

Frank Anderson, El Molino Co-Principal, welcomed everyone back and it was a good summer. Congratulations to Diane Landry and David Stecher. Enrollment is down a bit, 864 students on opening day. It has been a good start to school. The in-service was good. Doria Trombetta did a good job with the site workshops on Tuesday, August 19, 2008. El Molino has new school policy for cell phone use. Cell phones must be off during class time. IPODS are not allowed on school campus. The students have been accepting the policy well. Barry Sovel attended the Career Technical Education conference in August with the counseling staff. El Molino has a new web site and it is up and running thanks to Seth Fressen. Mr. Anderson reported they are excited about completing the all weather track this fall.

B. ASSOCIATION REPRESENTATIVES

Mark Ballard, CSEA President welcomed everyone back and congratulated David Stecher. It was a fun summer in Europe. Mark Ballard spent time with Denver Charles (Fullbright Teacher at El Molino last year) in Ireland. He went to Las Vegas for a CSEA Conference. It has been a busy start to the year with getting the new phone system installed. Hope to get phones on the desks by Friday August 29th but not live until the following week. Mr. Ballard is excited to be back for a good school year.

Alta Kavanaugh, WSCTA Co-President, reported her health is good and she is done with treatments. CTA represents over 340,00 teachers in California and has endorsed Senator Obama as the next President of the United States. In difficult financial times, WSCTA has reason to be optimistic about our District's financial situation. Continue efforts to save the District money as the Association did by leading the change to move to CVT. WSCTA welcomed Chris Heller and Raul Guerrero.

C. BOARD MEMBERS

Trustee Diamond – Absent

Trustee Landry reported it is good to be back, happy to serve another 4 years on the Board.

Trustee Devoto reported she had an opportunity to sit in classrooms for freshman orientation and she realized there are a lot of students from out of District. We have great schools.

Trustee Noe reported she had a wonderful summer. Welcome to all the new faces. Congratulations to Diane Landry and David Stecher.

Trustee Fernandes reported she had a delightful summer not working for two and a half months and spending time with her daughter. She has a new job with Kaiser in Terra Linda, good to be back in the working world. Glad to have Diane Landry continuing with the Board and welcomed David Stecher back. She is excited to start the year.

D. SUPERINTENDENT

- No State Budget passed yet
- Staffing Report – Keller McDonald reported two classified employees were laid off but both have found positions in the area. Four layoffs of part time certificated positions, but all have been brought back in temp positions, one brought back for more time then laid off last year. One of seventeen temporary positions laid off, six moved from the area, one was brought back at a reduced level, six were brought back at the same level and four we brought back at an increased level.
- VoIP Phone System – Mr. McDonald reported that AT&T stated they would have the phone system up the day before school started but are now looking at the first

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Friday after Labor Day. Mr. McDonald appreciates Mark Ballard, Lynnette Cowser, and Barbara DeCaro, they have done a terrific job.

- Maintenance Projects Completed This Summer – Mr. McDonald reported Analy had interior paint done and El Molino replaced restroom doors. The maintenance project in the next month will be an online maintenance work order system that will be used by employees. Employees will be provided a pass word to input a work order.
- August 18, 2008 Staff Development Day – Mr. McDonald reported the presentations on school safety were not quite targeted where they should have been but good use of time. Teachers were able to return to their site after lunch. The opening of school was upbeat and fantastic.
- Current Enrollment – Mr. McDonald reported we added fifteen students but the down side, still twelve below predicted CBEDS enrollment, which impacts multi year projection.

IV. DISCUSSION AND ACTION ITEMS

SONOMA COUNTY K-16 CAREER DEVELOPMENT STRATEGIC PLAN - Dan Blake of Sonoma County Office of Education, a Career Development Specialist, gave a report on Career Development Continuum, preparing all youth for success in college, career and life. Career Development includes Career Awareness, Career Exploration and Career Preparation. The Career Development Plan has four priorities. 1) Ensure that connected career development opportunities are provided at all levels of our educational and workforce systems. 2) Invest in county-wide career development strategies that provide education and training leading to jobs that pay self-sufficient wages and offer career advancement. 3) Link educational institutions, workforce development programs, and business and industry to bridge the various levels of education from elementary through post-secondary to create pathways to viable careers in the county. 4) Align program goals and measures to achieve a shared vision among all stakeholders, including the County Office of Education, school boards, the Workforce Investment and Economic Development Boards, Community-Based Organizations, post-secondary education and training institutions, business and professional associations, and student and parent organizations. A discussion followed regarding:

- Number of people and organizations involved in implementing this project
- Pathways this program provides for students, is a great avenue for the kids
- Happy to see the plan is in place
- Provides opportunities for kids that do not want to go to college
- Cost of the program
- Evaluate the effectiveness of the program
- How do we better connect these opportunities for young people
- Relevance
- Whether it is wise to pursue at expense of teachers being laid off

- B. CONSIDERATION OF 2007-2008 SITE DISCIPLINE REPORTS – Keller McDonald reported that the site administrators keep records of referral and suspensions processed at their schools. In conjunction with the district office, site administrators also keep records of the number of expulsions in process. Each of our schools presents a site discipline report to the Board on an annual basis. The site discipline reports are also available for review by school staff and school groups such as Site Councils, Safety Committees and WASC Review Committees during discussions regarding school safety and school learning climate. A discussion followed regarding:

- Tardiness at El Molino
- Violations, increased conflicts and cutting as the students get older
- Trustee Fernandes commended 3 campuses for relatively low number (18) expulsions

- Tardy round-up

Trustee Landry moved to approve the 2007-2008 Site Discipline Reports. Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent

- C. CONSIDERATION OF AWARD OF CONTRACT TO APPARENT LOW BIDDER FOR ALL-WEATHER TRACK CONSTRUCTION AT EL MOLINO HIGH SCHOOL – Keller McDonald introduced Justin Kilbride from RGM. Justin Kilbride reported he received one bid form Atlas Track and Tennis. Mr. Kilbride requested the Board approve the bid. Frank Anderson reported the school has the funds on hand needed for the project that will put it over the top. Received grant, may be able to reach goal without dipping into site budget. Mr. McDonald recommends awarding the bid, on a trust factor that El Molino will fully fund the project. Trustee Noe moved to approve the Award of Contract to Atlas Track and Tennis. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- D. CONSIDERATION OF APPROVAL OF STIPEND FOR SHORT-TERM INDEPENDENT SITE STUDY COORDINATORS - Item pulled per approval of agenda.
- E. CONSIDERATION OF APPROVAL OF STIPEND FOR “BIG EVENT” COORDINATORS - Item pulled per approval of agenda.
- F. CONSIDERATION OF APPROVAL OF STIPEND FOR DISTRICT STUDENT WELLNESS PLAN COORDINATOR – Item pulled per approval of agenda.
- G. CONSIDERATION OF APPROVAL OF WSCUHSD 2007-2008 UNAUDITED ACTUAL BUDGET – Keller McDonald introduced Shelley Stiles, District Budget Manager. Shelley Stiles reported on the following:
- Actual to Budget Comparison
 - Revenue Detail
 - Expenditure Detail
 - Excess (Deficiency)
 - Other Financing Sources
 - Net Increase/Decrease
 - Balance and Reserves
 - Estimated to Actual Comparison
 - Restricted Ending Balances
 - Fund Balances
- Trustee Landry moved to approve the WSCUHSD Unaudited Actual Budget. Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- H. CONSIDERATION OF ASSIGNMENTS OUTSIDE OF CREDENTIAL AREA – Mia Del Prete, Staffing Manager, reported Education Code provides for teachers to teach outside their credential area in either core or elective subject areas. Discussion followed regarding the number of foods sections Martin Curtis is teaching. Trustee Noe moved to approve the Assignments Outside Of Credential Area. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- I. CONSIDERATION OF APPROVAL OF RESOLUTION #1.AUG.2008-2009 IN THE MATTER OF ADOPTING THE GANN LIMIT – Shelly Stiles Budget Manager gave a brief report. Trustee Landry moved to approve the Resolution #1.AUG.2008-2009 In The Matter Of Adopting The Gann Limit. Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- J. CONSIDERATION OF APPROVAL OF RESOLUTION #2.AUG.2008-2009 IN THE MATTER OF ESTABLISHING A REVOLVING CASH FUND FOR ANALY HIGH SCHOOL– Shelley Stiles, Budget Manager reported as per Board Policy 3314.2, the Board has established by resolution a Revolving Cash Fund for use by the Superintendent

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or designee for the purpose of making immediate payments for goods and services and for the purchase of inexpensive items. Trustee Landry moved to approve the Resolution #2.AUG.2008-2009 In The Matter of Establishing a Revolving Cash Fund for Analy High School. Trustee Noe seconded the motion. Approved by 4 yes, 0 no, 1 absent.

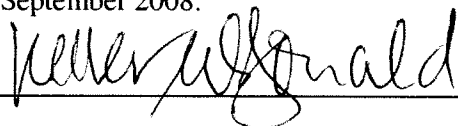
- K. CONSIDERATION OF APPROVAL OF RESOLUTION #3.AUG.2008-2009 IN THE MATTER OF ESTABLISHING A REVOLVING CASH FUND FOR EL MOLINO HIGH SCHOOL – Shelley Stiles reported as per Board Policy 3314.2, the Board has established by resolution a Revolving Cash Fund for use by the Superintendent or designee for the purpose of making immediate payments for goods and services and for the purchase of inexpensive items. Trustee Landry moved to approve the Resolution #3.AUG.2008-2009 In The Matter Of Establishing A Revolving Cash Fund For El Molino High School. Trustee Devoto seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- L. FIRST READING OF REVISIONS TO CLASSIFIED JOB DESCRIPTION SECRETARY II – Mia Del Prete, Staffing Manager, reported during the 2008 summer, District administrators determined it was necessary to make an additional change to the restructure of the District office due to staffing changes of certain District office employees. District administrators carefully reviewed the job description of the District Office Secretary and the classification as a confidential employee. It was determined the position could be reclassified from a confidential position to a classified position as well as reduce the work day from eight (8) hours a day to six (6) hours a day. Ms. Del Prete reported this would come back to the Board for consideration of approval at the September Board Meeting on the Consent Calendar.
- M. REVIEW AND REVISE “PARKING LOT ITEMS”- Keller McDonald reported he is looking to the Board for direction in removing Transportation from the parking lot or leaving it on the Parking Lot. Trustees agreed Transportation should be removed from the Parking Lot. Trustee Noe moved to approve the Revise Parking Lot Items. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- V. **FUTURE AGENDA ITEMS** – President Fernandes reviewed the future agenda items.
 - A. INTRODUCTION OF 2008-2009 STUDENT BOARD REPRESENTATIVES – SEPTEMBER
 - B. INTRODUCTION OF NEW DISTRICT EMPLOYEES – SEPTEMBER
 - C. ANNUAL PUBLIC HEARING AND RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS – SEPTEMBER
 - D. RUSSIAN RIVER CHARTER 2007-2008 UNAUDITED ACTUAL BUDGET – SEPTEMBER
 - E. FIRST READING OF REVISED ADMINISTRATIVE REGULATION 1331.2 FEE SCHEDULE FOR COMMUNITY USE - SEPTEMBER
 - F. FIRST READING OF BOARD POLICY, ADMINISTRATIVE REGULATION AND EXHIBIT 3541.1 SCHOOL RELATED TRIPS AND BOARD POLICY 6153 SCHOOL-SPONSORED TRIPS - SEPTEMBER
- VI. **ADJOURNMENT** – The meeting was adjourned at 8:15pm

Respectfully submitted by Executive Secretary Karen Lamb



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Approved and entered into the official minutes of West Sonoma County Union High School District on this 24th day of September 2008.

A handwritten signature in cursive script, appearing to read "Keller McDonald", is written over a horizontal line.