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

MINUTES

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

September 22, 2010
El Molino High School Library
7050 Covey Road
Forestville, CA 95436

5:00 p.m. Open Session
5:05 p.m. Closed Session
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
 - Present
 - Absent
 - Diane Landry, President
 - David Stecher, Vice-President
 - Susan Devoto, Clerk
 - Jeanne Fernandes, Trustee
 - Kellie Noe, Trustee
 - Keller McDonald, Superintendent
 - Gordon Allen, Student Board Representative
 - Ashlin Neal, Student Board Representative
 - Jennifer Lara, Student Board Representative
- 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.
ACTION UPON THE FOLLOWING ITEMS:
 - 1. PUBLIC EMPLOYMENT
 - a. Certificated
 - b. Classified
 - 2. PUBLIC EMPLOYEE - DISCIPLINE/DISMISSAL/RELEASE
 - 3. EVALUATIONS:
 - a. Superintendent
 - b. Management Employees
 - c. Certificated Employees
 - d. Supervisory and Confidential Employees
 - e. Classified Employees
 - 4. CONFERENCE WITH LABOR NEGOTIATOR - (Government Code Section 54957.6)

EMPLOYEE ORGANIZATION:

AGENCY NEGOTIATORS:

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Represented Employees:

WSCTA

Keller McDonald/Steve Jorgensen/Margaret Merchat

CSEA

KellerMcDonald/Steve Jorgensen/Bob Latchau

Unrepresented Employees:

Confidential/Supervisory

Keller McDonald

Management

Keller McDonald

Superintendent

Keller McDonald

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
- E. RECONVENE TO OPEN SESSION – Reconvened to open session at 6:11p.m.
- F. PLEDGE OF ALLEGIANCE - Ashlin Neal, El Molino Student Representative led the Pledge of Allegiance.
- G. APPROVAL OF THE AGENDA – Trustee Noe moved to approve the agenda. Trustee Fernandes seconded the motion. Approved by 5 yes, 0 no.
- H. INPUT FROM THE PUBLIC REGARDING ITEMS NOT ON THE OPEN SESSION AGENDA - None
- I. CONSENT CALENDAR: Trustee Stecher moved to approve the Consent Calendar. Trustee Fernandes seconded the motion. Approved by 5 yes, 0 no.
 1. CONSIDERATION OF APPROVAL OF AUGUST 25, 2010 BOARD MINUTES
 2. CONSIDERATION OF APPROVAL OF SUPERINTENDENT’S RATIFICATION OF OVERNIGHT FIELD TRIP REQUESTS
 3. CONSIDERATION OF APPROVAL OF DONATIONS
 4. CONSIDERATION OF APPROVAL OF 2010-2011 WARRANT REGISTERS AUGUST 19, 2010 THROUGH SEPTEMBER 15, 2010
 5. CONSIDERATION OF APPROVAL OF REVISIONS TO AR 4117.3.1 CRITERIA TO DETERMINE THE ORDER OF TERMINATION AMONG CERTIFICATED EMPLOYEES WITH THE SAME PAID DATE OF SERVICE
 6. CONSIDERATION OF APPROVAL OF PROPOSED COURSE OF STUDY FOR ADVANCED PLACEMENT ENVIRONMENTAL SCIENCE AT EL MOLINO HIGH SCHOOL
 7. CONSIDERATION OF APPROVAL OF REVISIONS TO BOARD POLICY AND ADMINISTRATIVE REGULATIONS 4119.11 SEXUAL HARASSMENT (ALL PERSONNEL) AND BOARD POLICY AND ADMINISTRATIVE REGULATIONS 5145.7 (STUDENTS)
 8. 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
 9. CONSIDERATION OF APPROVAL OF QUARTERLY REPORT AND CERTIFICATION OF THE COUNTY TREASURER
- J. CLOSED SESSION REPORT
 1. ACTION TAKEN – Trustee Devoto reported the Board took the following action in closed session.

The Board of Education approved the employment of the following employees:

 - Tammy Martin, .40 FTE, Analy High School Math Teacher, effective September 10, 2010

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- Casey Shea, District Student Wellness Website Manager, effective September 1, 2010
- Department Chairs:

Departments	AHS	EMHS
AA&T/CTE	Tomi Smith	Martin Curtis

The Board of Education approved the increase of FTE for Lily Smedshammer, from .80 to 1.0, effective August 23, 2010

The Board of Education approved the employment of Joann Woosley, Food Service Worker, effective September 13, 2010

Coaches:

= Employment contingent upon fingerprint clearance

**= pending completion of CIF training

Position	AHS	EMHS
Head Cheer Coach		Tina Maffia**
Assistant Cheer Coach	Debbie Miller**	Kristina Miranda**

The Board of Education accepted a letter of resignation from Linda Tessier, Speech and Language Therapist, effective September 30, 2010

The Board of Education accepted a letter of resignation from Gwen Giacomelli, Food Service Worker, effective August 16, 2010

II. SPECIAL RECOGNITION

- A. INTRODUCTION OF 2010-2011 STUDENT BOARD REPRESENTATIVES – El Molino Principal, Doria Trombetta introduced Student Board Representative, Ashlin Neal. Laguna Principal, Brenda Hoff introduced Student Board Representative, Jennifer Lara. Analy Principal, Chris Heller introduced Analy Student Board Representative, Gordon Allen.
- B. INTRODUCTION OF NEW DISTRICT EMPLOYEES – Chris Heller, Analy Principal reported new employees Sabrina Kalleen, Tammy Martin and Joann Woosley were unable to attend the meeting. Doria Trombetta, El Molino Principal recognized Dave Ramalia returning to a different position, was unable to attend the meeting. Kathryn Davy, Special Education Consortium Director introduced Mary Kerosky, Speech and Language Specialist. Brenda Hoff, Laguna Principal reported Christina Bush was unable to attend the meeting. Mr. Jorgensen introduced Gayle Dyer, Food Service Coordinator. Mr. McDonald recognized Ms. Dyer for her great work in meeting the needs of the students.
- C. SPECIAL RECOGNITION OF JOAN VREEBURG, EL MOLINO TEACHER – Mr. McDonald introduced Joan Vreeburg, El Molino Science teacher. Ms. Vreeburg has been named National Biology Teacher of the Year, has worked with the Summer Step Up Program and articulated with Solano Community College. The Board recognized Mr. Vreeburg for the great accomplishments.
- D. BREAK FOR REFRESHMENTS – The Board and audience took a break for refreshments. The refreshments were provided and served by Rochelle Rose, Culinary Arts teacher and her students.

III. COMMUNICATION

- A. VERBAL - None
- B. WRITTEN –None

IV. REPORTS

A. STUDENT BOARD REPRESENTATIVES

Gordon Allen, Analy Student Board Representative reported that progress reports were sent out this week. The Homecoming Dance is Saturday, September 25. Mr. Allen reported on the over crowded sections. The Youth Energy Summit was a big success.

Ashlin Neal, El Molino Student Board Representative reported that El Molino held a rally the first week back along with a welcome dance. Ms. Neal reported that this is Homecoming week and there are many activities planned for each day. The Homecoming Dance and Homecoming Game are this weekend.

Jennifer Lara, Laguna Student Board Representative reported that she is excited to be back as a Student Board Representative. The Student Council election will be held this month. Back to School Night was successful and attendance was good. Picture day is tomorrow.

B. PRINCIPALS

Doria Trombetta, El Molino Principal reported on the invalid API scores this year, she will work with the faculty on the AYP scores. Back to School Night was very successful. El Molino is happy to report that one of their students is a National Merit Scholar semi finalist. Friday October 1, there will be an assembly at El Molino with a special speaker, Levi Leipheimer local professional cyclist. Mr. Leipheimer is making a contribution to the El Molino Impact Program and also honoring the volunteer Fire Department. Miguel Crawford, El Molino teacher has coordinated this activity. The viticulture class will have their vineyard grape harvest on Thursday September 23rd. The class will harvest the grapes and follow the grapes to the processing location.

Chris Heller, Analy Principal reported enrollment is at 1256 and holding steady. The API scores dropped 4 points from last year. Mr. Heller reported he had the opportunity to go to Giants game with the Analy band, who performed at the game. Mr. Heller reported on a successful Back to School Night; and a very productive Analy Action Day. The sports season is off to a good start. The school and administrators are working on a safety system around the locker rooms in light of the theft that took place at Analy during a Piner/Analy football game. The Apple game is October 13.

Brenda Hoff, Laguna Principal provided an enrollment update. A staff meeting regarding API scores was held at Laguna. Ms. Hoff reported that over the last two weeks the CDS and Laguna students have had an unusual number of suspensions. The first quarter progress reports were mailed yesterday. The Model Continuation School Report was finalized and mailed, we are waiting on communication for the visitation date.

C. ASSOCIATION REPRESENTATION

Alta Kavanaugh, WSCTA Co-President, reported on the busy teachers and the association. The Association held a general membership meeting yesterday and monthly informal meetings have started to take place with the Superintendent. Ms. Kavanaugh offered to have informal meetings with any two Board members at any given time to check in on things going on with the WSCTA. The teachers are disappointed with API scores but not surprised due to the challenges with class sizes. Ms. Kavanaugh reported that WSCTA is on board with the upcoming election and Measure I.

Mark Ballard, CSEA President reported that CSEA is committed to personally contacting all members statewide regarding the candidate for governor as well as Measure I. This will be a busy next couple of months.

D. BOARD MEMBERS

Trustee Noe thanked everyone for volunteering their time for Measure I.

Trustee Fernandes thanked everyone for supporting Measure I. Ms. Fernandes gave a brief thought regarding the Every Fifteen Minutes Program.

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Trustee Devoto reported that she worked the phone bank for Measure I. She managed to attend two Back to School Nights which were well attended. Ms. Devoto appreciated the comments at Back to School Night regarding the Teen Counseling Project.

Trustee Stecher reported that it was going to be an interesting election. He spoke with the registrar of voter's office and reported that one half of the people in Sonoma County vote by absentee ballot. Mr. Stecher wants to encourage everyone to get involved.

Trustee Landry reported she worked the phone bank for Measure I. She was lucky to be able to speak to an Analy graduate of 92 years of age, her children and grandchildren are also Analy graduates.

E. SUPERINTENDENT

- State test results – Mr. McDonald reported that a presentation of test results will be available at next Board meeting.
- Staffing added to reduce class size – Mr. McDonald reported that the administration is trying to balance class sizes. Mr. McDonald reported that the sizes are a challenge for the students and the teachers.
- Federal Ed Jobs funding – Mr. McDonald reported the funding will be rolled out to districts across the state in the next two weeks.
- Analy field light repair – Mr. McDonald reviewed the issues with the 1982 transformer that went out on the field, which was a costly repair. The hope is to have the new transformer installed by Friday September 24.
- District Technology Plan revision – Mr. McDonald thanked Mark Ballard and the team of technology folks for the work on the updated three year technology plan.
- Measure I Facilities Bond – Mr. McDonald gave an update on Measure I. He will talk with student groups at Analy and El Molino High Schools regarding Measure I. An informational letter was sent out to all employees and parents in the district and an informational mailing was sent out to all residence in the district.

V. DISCUSSION /ACTION ITEMS

- A. REPORT ON CAREER TECHNICAL EDUCATION IN SONOMA COUNTY – Mr. McDonald introduced Stephen Jackson, Patricia Biagi and Dan Blake from Sonoma County Office of Education, Career Development/ROP Program. Mr. Jackson thanked Keller for his support and continued hard work with the ROP department. Mr. Jackson commended Joan Vreeburg for her work on the Bio Tech program. Mr. Jackson gave an update on the various programs offered by Career Technical Education in Sonoma County. Items reviewed were the new Tech Prep grant, the K-16 Career Development System the Regional Occupational Program and grade 9-14 career program articulation. Patricia Biagi gave a brief report and Dan Blake gave a brief report on a comprehensive career program, focus on efforts on middle school development, goals of the program and the online career and academic planning program.
- B. BOARD SELF-EVALUATION - Mr. McDonald reviewed the process, the board bylaws and gave suggestions as to conduct the annual self-evaluation process. A brief discussion followed regarding the process.

Unity of Purpose

School districts are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

Each Board member gave a score and collectively came up with an average score.

	Average
1. Keeps the district focused on learning and achievement for all students. 5,5,5,4,5	4.8
2. Communicates a common vision. 5,5,4,4,5	4.6
3. Operates openly, with trust and integrity. 5,5,4,5,5	4.8
4. Governs in a dignified and professional manner, treating everyone with civility and respect. 5,5,5,5,5	5
5. Governs within board-adopted policies and procedures. 5,4,4,5,5	4.6
6. Takes collective responsibility for its performance. 5,5,5,4,5	4.8
7. Periodically evaluates its own effectiveness. DNO 4,2,3,3	3, DNO
8. Ensures opportunities for the diverse range of community views. 5,5,3,4,4	4.2

Responsibilities of the Board

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, provide support, ensure accountability and provide community leadership on behalf of the district and public education. Each Board member gave a score and collectively came up with an average score.

	Average
1. Involves the community, parents, students and staff to develop a common vision for the district, which focuses on student learning and achievement, responsive to the needs of all students. 4,5,4,5,4	4.4
2. Create and adopts goals for the district, consistent with the common vision established for the district. 5,5,5,5,5	5
3. Adopts, evaluates and updates policies consistent with the law and the district's vision and goals. 5,5,5,5,5	5
4. Maintains accountability for student learning by adopting district curriculum and monitoring student progress. 5,5,4,4,5	4.6
5. Hires and supports the superintendent to ensure the implementation of vision, goals and policies of the district. 5,5,5,5,5	5
6. Conducts regular and timely evaluations of the superintendent based on the vision goals and performance of the district, and ensures that the superintendent holds district personnel accountable. 5,4,4,5,5	4.6
7. Adopts a fiscally responsible budget based on the district's vision and goals, and regularly monitors the fiscal health of the district. 5,5,4,5,5	4.8
8. Ensures that a safe and appropriate educational environment is provided to all students. 5,4,4,4,5	4.4
9. Establishes a framework for the district's collective bargaining process and adopts responsible agreements. 5,5,4,5,5	4.8
10. Provides community leadership on educational issues and advocates on behalf of students and public education. 3,4,4,5,4	4

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A discussion took place regarding the following:

- Unity of Purpose
- Procedures in place to inform the Board
- TGIF an informational tool
- Areas of improvement
- Board communication with Superintendent
- Agendize Board Self Review annually in August
- Good comments, good job completing the evaluation

- C.

8:05 P.M. PUBLIC HEARING REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS – The Public Hearing was opened at 8:05 p.m. No comments were made. The Public Hearing was closed at 8:06 p.m.
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- D. CONSIDERATION OF APPROVAL OF RESOLUTION #2.SEPT.2010-2011 ON SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS - Mr. McDonald reviewed the resolution regarding the sufficiency or insufficiency of instructional materials. Trustee Noe moved to approve Resolution #2.SEPT.2010-2011 on Sufficiency of Insufficiency of Instructional Materials. Trustee Fernandes seconded the motion. The Board thanked Keller for all the work to get to this point. Approved by 5 yes, 0 no. Roll Call Vote: Trustee Devoto, yes, Trustee Noe, yes, Trustee Stecher yes, Trustee Fernandes, yes, Trustee Landry, yes.
- E. CONSIDERATION OF REVISED DISTRICT CURRICULUM DEVELOPMENT AND INSTRUCTIONAL MATERIALS ADOPTION CALENDAR – Mr. McDonald reported that with the budget crisis, the CDE has suspended the state curriculum development and instructional materials calendar through 2013-14. The District will not be required to review or adopt new instructional materials through 2015-16. A revised District Curriculum calendar has been updated to stay in line with the state schedule. Trustee Fernandes moved to approve the District Curriculum Development and Instructional Materials Adoption Calendar. Trustee Noe seconded the motion. Approved by 5 yes, 0 no.
- F. CONSIDERATION OF APPROVAL OF RESOLUTION #3.SEPT.2010-2011 IN THE MATTER OF ELIMINATION / REDUCTION OF A CERTAIN POSITION IN THE CLASSIFIED SERVICE AND DIRECTING NOTIFICATION OF CLASSIFIED EMPLOYEE – Mr. Jorgensen reviewed the resolution and the systems that are in place to prepare for the transition. Trustee Stecher moved to approve Resolution #3.SEPT.2010-2011 in the Matter of Elimination / Reduction of a Certain Position in the Classified Service and Directing Notification of Classified Employee. Trustee Devoto seconded the motion. Approved by 5 yes, 0 no.
- G. CONSIDERATION OF REVIEW OF THE RUSSIAN RIVER CHARTER SCHOOL 2009-10 UNAUDITED ACTUAL BUDGET – Mr. Jorgensen gave a brief overview of the closure of the Russian River Charter School, the affects on the District and the expectations of the state. The academic records delivered to the District from the Russian River Charter School are in bad shape. Mr. Jorgensen reviewed the Unaudited Actuals. Trustee Fernandes moved to accept the Review of the Russian River Charter School 2009-10 Unaudited Actual Budget. Trustee Noe seconded the motion. The following comments were made:
- The Board’s ability to deny a charter school
 - The California Department of Education has been notified of the Russian River Charter School mismanagement
- Approved by 5 yes, 0 no.

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- H. BUDGET UPDATE ANALYSIS 2010-2011- Mr. Jorgensen gave a presentation on the budget. The following items were reviewed:
- Unaudited Actuals 09-10 Ending Fund Balance
 - Unrestricted funds
 - Increase (Decrease) to Unrestricted Fund Balance
 - Adjusted Unrestricted Fund Balance
 - Adjusted Undesignated Ending Fund Balance
- Trustee Noe moved to approve the Budget Update Analysis 2010-2011. Trustee Stecher seconded the motion. Approved by 5 yes, 0 no.
- I. RECEIVE WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH DISTRICT FOR 2010-2011 – Mr. McDonald reported that there are five articles that the association wishes to open. The items are Article 3-Wages, Article 4-Hours, Article 5-Class Size, Article 6-Health and Welfare Benefits and Article 14-Retirement. Trustee Noe moved to receive West Sonoma County Teachers Association Initial Proposal for Contract Negotiations with District for 2010-2011. Trustee Fernandes seconded the motion. Approved by 5 yes, 0 no.
- J. RECEIVING OF PUBLIC COMMENT AND CONSIDERATION OF APPROVAL OF DISTRICT INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH WSCTA FOR 2010-2011 - Mr. McDonald reported on the district initial proposal. The items are Article 3-Wages, Article 4-Hours (calendar), Article 5-Class Size, Article 6-Health and Welfare Benefits, Article 11-Employee Evaluation Procedures. The public is allowed at this time to comment on these items. No comments were made. Trustee Fernandes moved to approve the District Initial Proposal for Contract Negotiations with WSCTA for 2010-2011. Trustee Stecher seconded the motion. Approved by 5 yes, 0 no.
- K. CONSIDERATION OF APPROVAL OF PROPOSAL FOR GENERAL OBLIGATION BOND COUNSEL – Mr. McDonald reviewed the proposal from Jones Hall a professional law corporation. The District has had a positive relationship with Jones Hall, and has received positive references from other school districts. Trustee Stecher moved to approve the Proposal for General Obligation Bond Counsel with Jones Hall. Trustee Fernandes seconded the motion. A brief discussion took place regarding other proposals for Bond Counsel, two at the beginning of summer and none since. Approved by 5 yes, 0 no
- L. FIRST READING OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS IN ADVANCED PLACEMENT ENVIRONMENTAL SCIENCE – Mr. McDonald reviewed the standards-aligned instructional materials in advanced placement environmental science. The Board requested this item be brought back to the Consent Calendar in October.

VI. FUTURE AGENDA ITEMS

- A. CONSIDERATION OF APPROVAL OF SELECTION OF DISTRICT ARCHITECT - OCTOBER
- B. CONSIDERATION OF APPROVAL OF SELECTION OF CONSTRUCTION MANAGER – OCTOBER
- C. CONSIDERATION OF APPROVAL OF SELECTION OF ENERGY PRODUCTION AND CONSERVATION PARTNER - OCTOBER
- D. INTERDISTRICT AND INTRADISTRICT TRANSFER REPORT - OCTOBER
- E. APPROVAL OF REVIEW OF BOARD POLICY 6164.6 REGARDING SECTION 504 - OCTOBER
- F. REVIEW OF SEX HIV/AIDS INSTRUCTIONAL MATERIALS BY HEALTH TEACHERS

- VII. ADJOURNMENT - The meeting was adjourned at 8:35 p.m.

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Respectfully submitted by Executive Secretary Karen Lamb

Karen Lamb

Approved and entered into the official minutes of West Sonoma County Union High School District on this 27th day of October, 2010.

Hester McDonald