

In compliance with Government Code § 54954.2(a), The West Sonoma County Union High School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Karen Lamb, Executive Secretary to the Superintendent, West Sonoma County Union High School District, 462 Johnson Street, Sebastopol, CA 95472, (707) 824-6403 x12.

"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

September 24, 2008
El Molino High School Library
7050 Covey Road
Forestville, CA 95436

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
Present Absent
Jeanne Fernandes, President
Kellie Noe, Vice-President
Diane Landry, Clerk
Jeffrey Diamond, Trustee
Susan Devoto, Trustee
Keller McDonald, Superintendent
Patrick Franck, El Molino Student Representative
Carly Tansil, Analy Student Representative
Michael Dreckmann, Laguna Student 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.
1. STUDENT DISCIPLINE CASE #1-(08/09), #2-(08/09), #3-(08/09)
 2. PUBLIC EMPLOYMENT
 - a. Certificated
 - b. Classified
 - c. Coaches
 3. DISCIPLINE/DISMISSAL/RELEASE
 - a. Classified resignation
 - b. Certificated request for unpaid Leave of Absence
 4. EVALUATIONS
 - a. Superintendent

Minutes – September 24, 2008 – Page 2

- b. Management Employees
- c. Certificated Employees
- d. Supervisory and Confidential Employees
- 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 6:19 p.m.

F. PLEDGE OF ALLEGIANCE - Mia Del Prete led the Pledge of Allegiance.

G. APPROVAL OF THE AGENDA – Trustee Landry moved to approve the agenda. Trustee Devoto seconded the motion. Approved by 5 yes, 0 no.

H. CONSENT CALENDAR: - Trustee Noe moved to approve the Consent Calendar. Trustee Diamond seconded the motion. Approved by 5 yes, 0 no.

1. CONSIDERATION OF AUGUST 27, 2008 BOARD MINUTES

2. CONSIDERATION OF SUPERINTENDENT’S RATIFICATION OF OVERNIGHT FIELD TRIP REQUESTS

3. CONSIDERATION OF OVERNIGHT FIELD TRIP REQUESTS

4. CONSIDERATION OF APPROVAL FOR DONATIONS

5. SECOND READING AND CONSIDERATION OF APPROVAL OF REVISIONS TO CLASSIFIED JOB DESCRIPTION SECRETARY II

6. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN NORTH COAST PARA PROFESSIONAL TEACHER TRAINING PROGRAM AND WSCUHSD

7. CONSIDERATION OF REVISION TO BOARD POLICY 6158 INDEPENDENT STUDY, EXHIBIT (3)(a)

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 #1-(08/09) and #2-(08/09), Trustee Noe seconded the motion. Approved by 5 yes, 0 no. Trustee Landry moved to approve the recommendations of the administration in student discipline case #3-(08-09), Trustee Diamond seconded the motion. Approved by 5 yes, 0 no.
- 2. ACTION TAKEN – Trustee Landry reported the Board took the following action in closed session:

Employed:

Nancy Garcia, .2 FTE, El Molino, effective September 15, 2008

Dale Wiley, Community Day School Instructional Assistant, effective September 22, 2008

Minutes – September 24, 2008 – Page 3

Increase FTE of:

Dan Calmeyer to 1 FTE, effective August 18, 2008

Randal Soliz to .8 FTE, effective September 15, 2008

Decrease FTE of:

Catherine Grace from .81 to .8

Added 5 days for Brenda Hoff to serve as Principal of the Community Day School for the 2008-2009 school year.

Reclassification of Ramona Davis from a Secretary I to Secretary II effective for the 2008-2009 school year.

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	John Avelon **
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		

DISCIPLINE/DISMISSAL/RELEASE

- a. Accepted the resignation of Becky Ruiz, El Molino, effective September 3, 2008
- b. Accepted the resignation of Melissa Norris, El Molino, effective September 19, 2008
- c. Approved the request from Bill Olzman for a three week unpaid leave of absence

II. SPECIAL ITEM

- A. INTRODUCTION OF STUDENT BOARD REPRESENTATIVES – El Molino Co- Principal, Doria Trombetta, introduced El Molino Student Board Representative Patrick Franck. Analy Principal, Chris Heller, introduced Analy Student Board Representative Carly Tansil. Laguna Principal, Ross Bickford, introduced Laguna Student Board Representative Michael Dreckmann.
- B. INTRODUCTION OF NEW DISTRICT EMPLOYEES – El Molino Co-Principal Doria Trombetta introduced the new employees at El Molino High School. Laguna Principal, Ross Bickford, introduced the new employees at Laguna High School. Superintendent, Keller McDonald introduced the new employee at the Community Day School. Assistant Superintendent, Steve Jorgensen introduced the new district office employee.
- C. BREAK FOR REFRESHMENTS – A break was taken to enjoy refreshments.

III. COMMUNICATION

- A. VERBAL - None
- B. WRITTEN - None

IV. REPORTS

A. STUDENT REPRESENTATIVES

Carly Tansil, Analy Student Board Representative reported school started well. There seems to be a lot more school spirit. After the first football game Analy had a dance which raised \$800. The students think Mr. Heller is nice. There is a new cell phone policy in place. The homecoming is coming up in October. The prom has been arranged to be on a boat this year.

Patrick Franck, El Molino Student Board Representative reported El Molino had their first dance and the theme was “Back in Black”, they raised \$500. The rally was good last Friday. The leadership class is raising money for ASB. The student store is closed temporarily until there is a new student store coordinator. Spirit week is October 5th-10th and the Apple game will be on Friday the 10th, there will be a bon fire on October 9th. Freshman elections were held.

Michael Dreckmann, Laguna Student Board Representative reported Ms. De Persiis Vona is preparing to start up the literary magazine and students will be able to turn in articles. Ms. Horner is setting up student council. Mr. Maloney is setting up FARMS. Mr. Smith is in the process of putting together a volleyball team.

B. PRINCIPALS

Doria Trombetta, El Molino Co-Principal, reported Frank Anderson, El Molino Co-Principal was at the Analy/El Molino girls soccer game. Good start to school. Back to School Night was held on September 11th, there was a lot of enthusiasm from parents and students. School theme this year is strengthening curriculum. Counselor Marylou Saldana attended a two day training for Safe School Ambassadors. Challenge Day is on the books. Project SUCCESS is going well. El Molino Foundation is having a golf tournament and dinner on October 17th, 2008. Site Council President, Bill Dry, is raising funds for new computers.

Chris Heller, Analy Principal, gave a report on API and distributed a report. Enrollment is 1302. Back to School Night was held on September 9th and was well attended. The jazz band played at Back to School Night. Mr. Heller will be hosting monthly meetings for parents on Friday mornings called “Tiger Pause” where the parents can discuss issues and suggestions. Mr. Heller commended the AP teachers for awesome scores students received in testing. The new cell phone policy has been well received by staff, parents and students. Analy is conducting a tardy sweep. There were 161 tardies on the first day, the next day it was down to 53. Analy administrators will be having articulation meetings with partner districts’ principals. Analy teachers will be going out to middle schools to show what they will be expecting from freshman.

Ross Bickford, Laguna Principal, reported that he has been looking forward for the last two years for the Community Day School to open. It is nice to send our kids to a local school, where we have a great teacher and great aide. Back to School Night went well, a small turnout mostly consisting of new parents of new students. This year Laguna is implementing respect, responsibility, and rigor; with positive feedback from the students. Laguna has an excellent new reading assessment tool. Several Laguna students helped with the Cajun Festival and their work ethic was wonderful. Scott Lane Teen Counseling is supporting Laguna this year by providing Chris Van Stone who works with girls in group counseling. There are twelve girls in this group. Good start to the year.

C. ASSOCIATION REPRESENTATIVES

Alta Kavanaugh, WSCTA Co-President, reported that as an educator she is not pleased with our lawmakers in Sacramento that have passed a budget that hurts students and public schools. Ms. Kavanaugh read a memo from David Sanchez, the President of the CTA in response to the state budget package that was passed by lawmakers this week. CTA sponsored universal healthcare measure, SB840 (Kuehl Bill), is headed for the Governor’s desk. Ms. Kavanaugh informed the Board that WSCTA will have their negotiation openers ready for the October School Board meeting. WSCTA is requesting the district do the same.

Mark Ballard, CSEA President reported ditto about the budget. Going into negotiations differently because the whole contract is up for renewal, the contract is up this June. The committee is set to look at language that needs to be revised. The District should do the same. Mr. Ballard hopes to have a document to the District in about a month for the District to review. Once the information is gathered, the two parties should meet.

BOARD MEMBERS

Trustee Diamond reported he was able to attend the Analy vs Piner football game. Trustee Diamond volunteered at the Bike Rodeo on Saturday September 20th and spoke to individuals regarding traffic issues.

Trustee Landry reported she attended the Back to School Nights. It was very interesting at each school site.

Trustee Devoto reported she attended Back to School Night at Analy, during Back to School Night Trustee Devoto sat at the Scott Lane Teen Counseling table. The parents were in a rush but a few stopped at the table. The evening was enjoyable.

Trustee Noe reported she attended all three Back to School Nights. Thank you to the sites, it was very enjoyable.

Trustee Fernandes reported she was not able to make Back to School Night this year due to conflict with work. Seven students from Laguna helped at the Cajun Festival. The Laguna kids were very helpful and delightful to work with.

E. SUPERINTENDENT

- Processes in place to communicate to parents of students having difficulties with attendance, discipline, grades, etc. – Mr. McDonald reported the efforts our schools make to support students overall success. Intense daily business at all schools finding ways to support students. The WSCUHSD Board asked to give a picture of the steps in the process with attendance problems, discipline problems, grades or credit problems and social emotional problems. Mr. McDonald provided a chart to summarize efforts.
- VoIP phone system – Mr. McDonald reported the phones have been successful in the cutover at El Molino, only a few problems with installation. Thursday is the cutover for the remainder of the phones for the district. Mr. McDonald applauded Mark Ballard, Lynette Cowser, and Barbara DeCaro for all their work on the phone system.
- Emergency preparation – Mr. McDonald reported that the Grand Jury for the last two years has been looking at our schools emergency preparedness and the need to stay current regarding emergency preparation across the district. New state law designated schools as disaster responders. We are taking efforts to train all employees. The District will have a functional drill next week, and then debrief to find out what went well and where improvements are needed.

V. DISCUSSION AND ACTION ITEMS

A. **PRESENTATION ON PROJECT SUCCESS ALCOHOL REDUCTION PROGRAM** – Mr. McDonald introduced Michael McCracken and Flash Welch, Project SUCCESS Counselors with West County Community Services. Mr. McCracken gave a report on his program at Analy High School. Mr. Welch gave a report on his program at El Molino High School. The following discussion took place.

- Mr. McDonald commended the success of Project SUCCESS
- Concerns regarding the sustainability of the grant
- Project SUCCESS also in Lake and Mendocino County
- Funding in the future
- Grant was offered to all schools in the county

B. **CONSIDERATION OF REVISED DISTRICT CURRICULUM DEVELOPMENT AND INSTRUCTIONAL MATERIALS ADOPTION CALENDAR** – Keller McDonald reported changes are needed to the Districts curriculum calendar to match recent changes in the State curriculum calendar. A revised District Curriculum Development and Instructional Materials Adoption Calendar was presented. Trustee Landry moved to approve the Revised District Curriculum Development and Instructional Materials Adoption Calendar. Trustee Diamond seconded the motion. Approved by 5 yes, 0 no.

C. **7:30 P.M. PUBLIC HEARING REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS** - The Public Hearing was opened at 7:30 p.m. No comments were made. The Public Hearing was closed at 7:31 p.m.

Minutes – September 24, 2008 – Page 7

- D. CONSIDERATION OF #4.SEPT.2008-2009 SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS – Keller McDonald reported the District has worked to provide sufficient textbooks and instructional materials in specific subjects. The only area the District is insufficient is the area of English at Analy which we are working to resolve. Trustee Noe moved to approve Resolution #04.SEPT.2008-2009 Sufficiency or Insufficiency of Instructional Materials. Trustee Devoto seconded the motion. Roll call: Trustee Landry – yes, Trustee Devoto – yes, Trustee Diamond – yes, Trustee Noe – yes, Trustee Fernandes – yes. Approved by 5 yes, 0
- E. CONSIDERATION OF APPROVAL OF THE RUSSIAN RIVER CHARTER 2007-2008 UNAUDITED ACTUAL BUDGET - Steve Jorgensen reported the unaudited actual is a year end summary of the financial status of the school district. A possible ADA error was discovered by the auditor. ADA at the Charter School may have been counted that should not have been counted. They will need to address the finding of the auditor. The Charter School is working to address the issue. Our responsibility is to review and accept the report. This is new territory for our district but we are monitoring the school. Mr. Jorgensen reported the Charter School meets the qualifications. Trustee Landry moved to approve the 2007-08 Russian River Charter School Unaudited Actuals. Trustee Noe seconded the motion. Approved by 5 yes, 0 no. A discussion followed:
- Liability
 - New territory
 - Monitoring charter school
 - Taking action to receive report
- F. DISTRICT ANNUAL ACCOUNTABILITY REPORT FOR 2008 – Keller McDonald reported on our District's accountability for the previous year based on spring STAR test scores. The District met our growth target at all our schools. The District had an overall 8 point growth in API from 2007-2008. 18 point growth for Hispanic / Latino subgroup, 18 point growth for students with disabilities subgroup, 10 point growth for socio-economically disadvantaged subgroup and an 8 point growth for white subgroup. Analy gained 8 points in API (growth goal was 5 points); subgroups met targets. El Molino gained 15 points in API (growth goal was 5 points); subgroups met targets. Laguna exited Program Improvement and no schools entered Program Improvement. Mr. McDonald reviewed the overall growth of county schools. Mr. McDonald reviewed the English Learner programs. The District only receives about \$7,000.00 in funds for English Learners so we have joined a Consortium in the county. The Consortium met accountability goals for Math but not English. The Consortium is in year one of Program Improvement. On the other hand our District met all goals in English Learners. Mr. McDonald reviewed the plan to improve accountability results in 2008-09. A discussion followed:
- Proficiency among English Learners
 - Target is to have all English Learners become proficient within six years
 - English Learner designation
 - Identify English Learners
 - Coach English Learners and support the parents
 - Look at Math as well as English
 - El Molino achieved highest scores with English Learners in Math and English
 - Alert the media
 - Support textbooks
 - Program presentation
- G. MONTHLY BUDGET UPDATE - Steve Jorgensen reported the district ended the 2007-2008 school years with an unaudited ending fund balance of \$3,313,054. Of this amount, \$2,402,650.00 represented the Unrestricted general fund balance and the Restricted fund

balance was \$910,404.00. Mr. Jorgensen reported the details of the budget adjustments made from the July 1, 2008 through September 12, 2008. We have fewer dollars to provide the same services. Not ongoing dollars, possibility of mid year cuts. We will be starting the year with a deficit. Special elections will occur, there will be Lottery securitization. Mr. Jorgensen thanked Shelley Stiles for last month's presentation.

- H. **FIRST READING OF ADMINISTRATIVE REGULATION AND EXHIBIT 3541.1 SCHOOL RELATED TRIPS AND BOARD POLICY 6153 SCHOOL-SPONSORED TRIPS**- Keller McDonald reported that on previous years there were unauthorized swimming at events. The District was informed by Redwood Empire Schools Insurance Group that we have a \$12 thousand high risk deductible for the use of private pools, including backyard pools without a lifeguard. District administrators determined it was imperative to eliminate swimming in private pools and require Red Cross certified lifeguards at least 21 years of age are on duty at all times during any swimming activity. During the process of review administrators determined to use a new swimming field trip form and add two waivers, Parent/Guardian Waiver of Claim and Adult Waiver of Claim. Trustee Fernandes recommended this item to be moved to the consent calendar for a second reading and approval. A discussion followed:
- Field trip organizer has to reinforce
 - Nice job on policy
- I. **FIRST READING OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS - BASED INSTRUCTIONAL MATERIALS IN ENGLISH (RHETORIC AND ADVANCED PLACEMENT LITERATURE AND COMPOSITION)** – Keller McDonald gave a brief report on adopted policies and procedures for evaluating and selecting instructional materials. It has become apparent that the textbook used for the "Rhetoric" and "Advanced Placement English Language and Composition" classes taught at Analy High were inadvertently omitted from the instructional materials review and recommendation process. Mr. McDonald reported this will come back to the Board on the Consent calendar for second reading and approval.
- J. **FIRST READING OF REVISED BOARD POLICY AND ADMINISTRATIVE REGULATION 6158 INDEPENDENT STUDY** – Steve Jorgensen reported the administration would like to limit short term independent study to twice a year for a total of not more than twenty school days a year. A discussion followed:
- Funding
 - Daily rate
 - Cost per year
 - Lose continuity with the student/teacher
 - Consequences of unexcused absences
 - Trustee Fernandes recommended this item come back to the Board for approval n the consent calendar
- K. **CONSIDERATION OF UPDATE TO THE 3-YEAR PARCEL TAX PLAN** – Steve Jorgensen reported on a three year plan for the expenditure of the parcel tax for 2008-09, 2009-10 and 2010-11. The plan meets the specified purposes and the audit requirements of Measure "K". It is anticipated that reductions will need to be made in expenditures for the 2009-10 and 2010-11 years, as revenues decline slightly and salaries and benefits increase. Trustee Landry moved to approve the Update To The 3-Year Parcel Tax Plan. Trustee Noe seconded the motion. Approved 5 yes, 0 no. A discussion followed:
- Balance through general fund
 - Slow decline on number of parcels
 - Economy an issue

VI. FUTURE AGENDA ITEMS

- A. APPROVAL OF DATA ON INTERDISTRICT AND INTRADISTRICT TRANSFERS – OCTOBER
- B. ANALY FFA PRESENTATION – OCTOBER
- C. PUBLIC HEARING REGARDING WSCTA NEGOTIATION OPENERS – OCTOBER
- D. FIRST READING OF REVISED ADMINISTRATIVE REGULATION 1331.2 FEE SCHEDULE FOR COMMUNITY USE

VII. ADJOURNMENT - The meeting was adjourned at 8:53 p.m.

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 22nd day of October 2008.

Keller McDonald