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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

October 22, 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 | | |
| 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.
ACTION UPON THE FOLLOWING ITEMS:
1. STUDENT DISCIPLINE CASE #4-(08-09), #5-(08-09)
 2. PUBLIC EMPLOYMENT
 - a. Certificated
 - b. Classified
 - c. Coaches
 3. OTHER PERSONNEL ITEMS
 - a. Classified request for Leave of Absence
 4. EVALUATIONS
 - a. Superintendent
 - b. Management Employees
 - c. Certificated Employees

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- d. Supervisory and Confidential Employees
- e. Classified Employees
- 6. 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 - Trustee Landry led the Pledge of Allegiance.
- G. APPROVAL OF THE AGENDA – Trustee Landry moved to approve the agenda. Trustee Diamond seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- H. CONSENT CALENDAR – Trustee Noe moved to approve the Consent Calendar. Trustee Landry seconded the motion. Approved by 4 yes, 0 no, 1 absent.
 - 1. CONSIDERATION OF SEPTEMBER 24, 2008 BOARD MINUTES
 - 2. CONSIDERATION OF OVERNIGHT FIELD TRIP REQUESTS
 - 3. CONSIDERATION OF APPROVAL FOR DONATION
 - 4. CONSIDERATION OF SURPLUS EQUIPMENT DECLARATIONS
 - 5. CONSIDERATION OF APPROVAL OF “RECEIPT OF REPORT FROM REDWOOD EMPIRE SCHOOLS INSURANCE GROUP (RESIG) REGARDING LIABILITIES AND ASSETS OF SELF-FUNDED WORKERS’ COMPENSATION INSURANCE PROGRAM FOR 2007-2008”
 - 6. CONSIDERATION OF SECOND READING AND APPROVAL OF REVISED BOARD POLICY AND ADMINISTRATIVE REGULATION 6158 INDEPENDENT STUDY
 - 7. CONSIDERATION OF SECOND READING AND APPROVAL OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS – BASED INSTRUCTIONAL MATERIALS IN ENGLISH (RHETORIC AND ADVANCED PLACEMENT LITERATURE AND COMPOSITION)
 - 8. CONSIDERATION OF SECOND READING AND APPROVAL OF REVISED ADMINISTRATIVE REGULATIONS AND EXHIBITS 3541.1 SCHOOL RELATED TRIPS AND BOARD POLICY 6153 SCHOOL-SPONSORED TRIPS
 - 9. CONSIDERATION OF APPROVAL OF CERTIFICATED SENIORITY LIST
 - 10. CONSIDERATION OF QUARTERLY WILLIAMS REPORT
 - 11. CONSIDERATION OF TREASURER’S QUARTERLY ANNUAL REPORT
 - 12. CONSIDERATION OF REVISED 2008-2009 ANALY SCHOOL IMPROVEMENT PLAN
- 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 #4-(08-09). Trustee

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Diamond seconded the motion. Approved by 4 yes, 0 no, 1 absent. Trustee Landry moved to approve the recommendations of the administration in student discipline case #5-(08-09), Trustee Diamond 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:

Employ:

- Betsy Amirkhan, Analy High School Short Term Independent Study Coordinator
- Nancy Garcia, El Molino High School Short Term Independent Study Coordinator
- Bob Cullinen, Analy High School Big Event Coordinator
- Joel Stickel, Analy Newspaper/Literary Magazine
- Vicki Holden, El Molino Student Store Coordinator, effective 10/15/08

Coaches:

Employ the following fall coaches for 2008-2009

Additions are in bold italics # = employment contingent upon fingerprint clearance, ** = pending completion of CIF training

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	
Frosh Assist.	Robert Brasil	Not filling this position
Volunteer	Bob Burtwell	Tony Massey **
Volunteer	John Shoulders **	Bill Borges
Volunteer	Dave Mantoath	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		
Cheer		
Head	Sharon Shnell-Hobbs	Kaylie Lemire
Assistant	Dorie Elder#	n/a

- Approved to increase Sheila Friedman Speech Aide position from 6 hours a week to 12 hours a week and decrease her Instructional Aide hours from 19.5 hours a week to 13.5 hours a week.
- Approved request from Sue Loughlin, Consortium Behavioral Assistant for a Leave of Absence from September 15 – December 19, 2008.

II. COMMUNICATION

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

III. REPORTS

A. STUDENT REPRESENTATIVES

Carly Tansil, Analy Student Board Representative reported the Homecoming Dance went well. The 2008-2009 Prom will be held on a boat in the San Francisco Bay. The junior class won Spirit Week.

Patrick Franck, El Molino Student Board Representative reported the Homecoming Dance and game is this week. They are preparing floats for the fall sports rally. The school spirit is high this year. The student store has reopened. The El Molino football team won the Apple Game.

Michael Dreckmann, Laguna Student Board Representative reported Mr. Smith took students on an alternative energy fieldtrip. Mr. Maloney is working with students in the FARMS Program. The students are discussing having a Halloween BBQ next Friday.

B. PRINCIPALS

Doria Trombetta, El Molino Co-Principal, reported that this is partner school month. El Molino held meetings with Forestville, Willowside, Brookhaven, Guerneville, and Forestville Charter. Articulation was discussed for math and English as well as 8th grade transition. Ms. Trombetta reported on the Kudor Career Planning Program. Ms. Trombetta thanked Steve Jorgensen for supporting the student store. Mr. Sovel did a good job with the earthquake drill on Tuesday October 21. The students were on the football field in 15 minutes in a timely and orderly fashion. The counselors have been busy with freshman meetings. Last Wednesday night was Parent's Night, which was well attended.

Chris Heller, Analy Principal, reported that enrollment is steady at 1298. Analy incurred an act of arson in the boy's upstairs restroom. Mr. Heller was happy with the staff and students response to the fire. The fire department was able to get the smoke out of the building in a timely manner and the students were able to return to their classrooms after lunch. There will be an ongoing investigation to find the person or persons responsible. Eight parents came to

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the Tiger Pause Meeting to voice their thoughts on school improvements. There was a very good discussion on what the parents would like to see changed on the campus. Bob Cullinan's class had a mock trial today. Students were involved in the procedures of a courtroom, which was a very positive experience for the students. Analy is hosting an API celebration for going over the 800 mark. Everyone will be invited to participate in the celebration on October 30. The celebration will include ice cream sundaes served to the students by parents and staff. Three art pieces a month will be selected from the art classes to be shown in Chris Heller's office.

Ross Bickford, Laguna Principal, reported, it has been an easy year in terms of discipline, which has allowed him to spend more time to work attendance. Laguna has had a higher attendance rate; it is up significantly from years past. Mr. Bickford is applying for the Model Continuation Award. This award is given every five years; every year Mr. Bickford has applied for this award, Laguna has received it. There will be a WASC Review next year at Laguna.

C. ASSOCIATION REPRESENTATIVES

Alta Kavanaugh, WSCTA Co-President, addressed the Board about the upcoming election.

Mark Ballard, CSEA President reported that it has been an interesting last few weeks with evaluating the CSEA contract from beginning to end. Evaluating the contract was completed today and the initial proposal was sent to the CSEA field office for approval. Once the initial proposal is sent back, it will need to be ratified by the CSEA membership. It is possible the openers will be ready for the December Board meeting.

D. BOARD MEMBERS

Trustee Devoto - Absent

Trustee Diamond reported that being a teacher is hardest in the months of October, March and May. These are the longest months of the year with grading. Trustee Diamond reported that he is looking forward to taking his kids with him to vote November 4 and that it is a real privilege to be able to vote.

Trustee Landry reported that she and Mr. McDonald went to an Open House at the Charles M. Schultz Museum this past week. The museum held the function for people who were running for office this year. It was a very nice.

Trustee Noe reported she had an exciting day in Sacramento where she presented information about health career and pathways across the State of California.

Trustee Fernandes reported she had the luxury of attending the Analy / El Molino volleyball games, which are very fun. Trusee Fernandes was surprised that the games were not well attended.

E. SUPERINTENDENT, Mr. McDonald thanked the principals for making contact with middle schools.

- District Enrollment - Mr. McDonald handed out a recap of enrollment decline from October 2004 through October 2008. District enrollment had a slight steady increase from October 1990 to October 2000. Enrollment dropped slightly in October 2001 and October 2002, and increased slightly in October 2003. District enrollment has declined almost 10.7% since October 2004.
- District employee fall edition newsletter, was sent out via email to all employees. The District office has received nice comments and feedback on the newsletter.
- Progress toward meeting District Goals for 2008-2009. Some of the areas the District is targeting are:
 - Universal Technical Institute
 - Five year Perkins Technical Plan
 - Sonoma County Career Program

- Kudor Career Planning

IV. DISCUSSION AND ACTION ITEMS

- A. PRESENTATION ON NEW COURSES IMPLEMENTED FOR 2008-2009 AT ANALY HIGH SCHOOL – Mr. McDonald introduced Sally Briggs, Laurie Fadave and Matt Kristensen, teachers from Analy High School. Ms. Briggs, Ms. Fadave and Mr. Kristensen gave reports on the new courses. Ms. Fadave gave a brief report on Humanities through Literature: The Renaissance. Ms. Briggs gave a brief report on Humanities through Fine Arts. They have been very busy laying foundations for a successful program. The classes went on a field trip to the Palace of the Legion of Honor and Saint Dominic’s Church in San Francisco to see the art they have been studying. Ms. Briggs and Ms. Fadave are very pleased with the program.
- Mr. Kristensen gave a brief report on the Social Studies course. The two-semester course surveys six social sciences. Each social science will be a six-week unit. Each unit will focus on aspects of social science analysis, knowledge and cultural literacy, democratic understanding and civic values, skills attainment and social participation, and integrated health framework expectations. These skills include:
- Geography
 - Economics
 - Anthropology
 - Philosophy and Religion
 - Government and Society
 - History
- A discussion followed:
- Students see the power of the program
 - Stress free
 - Teachers are excited about program
- B. CONSIDERATION OF APPROVAL OF EXTREME HARDSHIP DEFERRED MAINTENANCE FUNDING APPLICATION FOR EL MOLINO HIGH SCHOOL AND REVISED DEFERRED MAINTENANCE FIVE-YEAR PLAN – Keller McDonald reported the District is working with an architect and engineers to replace the heating and ventilation system in building B at El Molino. The funding is in the 2008-2009 cycle. Trustee Noe moved to approve the Extreme Hardship Deferred Maintenance Funding Application for El Molino High School and Revised Deferred Maintenance Five Year Plan. Trustee Diamond seconded the motion. Approved by 4 yes, 0 no, 1 absent. A brief discussion followed regarding the pictures in the report.
- C. RECEIVE WSCTA INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH DISTRICT FOR 2008-2009 – no report
- D. PUBLIC NOTICE OF DRAFT DISTRICT INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH WSCTA FOR 2008-2009 – Keller McDonald reported there will be a public hearing in November.
- E. BUDGET UPDATE –Steve Jorgensen reported on the following:
- Unaudited Actuals 2007-2008 Ending Fund Balance
 - Unaudited Restricted Funds as of 6/30/07
 - Unrestricted Funds Available 9/12/08
 - Carryover for Asthma Coalition Grant
 - Carryover for Facility Use Fees
 - Adjusted Unrestricted Fund Balance as of 10/10/08
 - Parcel Tax – update budget to Board approved plan
 - CAHSEE Funding – update to 2008-2009 expenditure plan

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- Title 1 Funding – update salary and benefits budget
- Special Ed IDEA – update salary and benefits budget
- Increase(Decrease) to Restricted Fund Balance

A discussion followed:

- Class size reduction funding
- CTA part of a court case regarding algebra in 8th grade

- F. **REPORT ON INTERDISTRICT AND INTRADISTRICT TRANSFERS FOR FALL 2008** – Keller McDonald reported the District Marketing Plan was developed to encourage interdistrict transfers. There are significantly more interdistrict transfers coming to WSCUHSD this fall than last year this time. The number of interdistrict transfers leaving WSCUHSD has also increased, but at a lower rate than incoming transfers, resulting in a gain of forty-nine interdistrict transfers for fall 2008 over fall 2007. Information regarding the reasons for transferring in and out is being collected through parent and student surveys. Over the next couple of months, the information from the survey will be gathered. A discussion followed:
- Number of students going to magnet programs
 - Numbers of students transferring into the District
 - Specialized programs in our District
 - Transfers in regards to emotional needs
 - Safe environment
 - Price of gas has not impacted students coming to District
 - Number of students attending Orchard View School
- G. **RESOLUTION TO ADOPT A WRITTEN PLAN FOR THE 403(b) TAX DEFERRED ANNUITY PROGRAM RESOLUTION #05.OCT.2008-2009** – Steve Jorgensen reported the United States Internal Revenue Service recently published new regulations governing tax shelter annuities allowed under Title 26 of the United States Code section 403(b). The regulations apply to K-12 public school districts, county offices of education, and community college districts. As per IRS guidelines, clients that offer 403(b) TSAs must develop a written plan describing the client's plan and clients must adopt the plan by January 1, 2009. Trustee Landry moved to approve Resolution #05.OCT.2008-2009, Tax Deferred Annuity Program. Trustee Noe seconded the motion. Roll call: Trustee Noe – yes, Trustee Landry – yes, Trustee Diamond - yes, Trustee Fernandes – yes, Trustee Devoto - absent. Approved by 4 yes, 0 no, 1 absent.
- H. **CONSIDERATION OF TRANSFER OF TITLE FOR BUSES TO WEST COUNTY TRANSPORTATION AGENCY** – Steve Jorgensen reported the District currently has two buses being used by the WCTA; a 1987 Crown Coach and a 1988 Crown Coach. RESIG is concerned about the liability issue should there be a major accident. The best way to address REIGS's concern is to transfer title for the buses to the WCTA. Trustee Noe moved to approve the Transfer of Title for Buses to West County Transportation. Trustee Diamond seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- I. **CONSIDERATION OF SCHOOL DISTRICT NOMINATION TO THE SONOMA COUNTY SCHOOL ATTENDANCE REVIEW BOARD (SARB)** – Keller McDonald reported that the Sonoma County Office of Education is changing the procedures of the nominations for the Student Attendance Review Board. The administration respectfully recommends the Board take action to nominate Alan Murakami, School Psychologist, as the WSCUHSD representative to the Sonoma County School Attendance Review Board. Trustee Landry moved to approve Alan Murakami as the School District's nominee to the Sonoma County Student Attendance Review Board (SARB). Trustee Diamond seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- J. **FIRST READING OF REVISED BOARD POLICY 4119.11(b) SEXUAL HARASSMENT** – Keller McDonald reported District and site administrators, managers, supervisors and

trustees are required to attend a Sexual Harassment Training every two years. During a recent sexual harassment training General Counsel Margaret Merchat of School and College Legal Services used our District's Board Policy 4119.11 Sexual Harassment as an example of a well-written policy. Ms. Merchat recommended one addition; U.S. Equal Employment Opportunity Commission is listed with the other state and federal agencies. Trustee Fernandes recommends this item return in November on the consent calendar for adoption.

- K. FIRST READING OF NEW BOARD POLICY 6185 COMMUNITY DAY SCHOOL AND ADMINISTRATIVE REGULATION 6185 COMMUNITY DAY SCHOOL – Keller McDonald reported with the new Community Day School it is necessary to have a Board Policy and Administrative Regulations regarding the Community Day School. Trustee Fernandes requested to have this item come back on the consent calendar for approval at the November meeting.
- L. FIRST READING OF REVISIONS TO BOARD POLICIES AND ADMINISTRATIVE REGULATIONS, BOARD POLICY 3314 PAYMENT FOR GOODS AND SERVICES, ADMINISTRATIVE REGULATION 3314 PAYMENT FOR GOODS AND SERVICES, BOARD POLICY 3400 MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS, ADMINISTRATIVE REGULATION 3400(b) MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS, BOARD POLICY 3452 STUDENT ACTIVITY FUNDS, BOARD POLICY 3511 ENERGY AND WATER MANAGEMENT, ADMINISTRATIVE REGULATION 3511 ENERGY AND WATER MANAGEMENT, ADMINISTRATIVE REGULATION 3541 TRANSPORTATION FOR SCHOOL RELATED TRIPS, ADMINISTRATIVE REGULATION 3543 TRANSPORTATION SAFETY AND EMERGENCIES, BOARD POLICY 3553 FOOD SERVICE/CHILD NUTRITION PROGRAM, ADMINISTRATIVE REGULATION 3550 FOOD SERVICE/CHILD NUTRITION PROGRAM, BOARD POLICY 3551 FOOD SERVICE OPERATIONS, ADMINISTRATIVE REGULATION 3551 FOOD SERVICE OPERATIONS, BOARD POLICY 3553 FREE AND REDUCED PRICE MEALS, ADMINISTRATIVE REGULATION 3553 FREE AND REDUCED PRICE MEALS, BOARD POLICY 3554 OTHER FOOD SALES, ADMINISTRATIVE REGULATION 3554 OTHER FOOD SALES, BOARD POLICY 7212 MELLO-ROOS DISTRICTS - Steve Jorgensen reported that all the revisions to these policies are recommended by CSBA. Trustee Fernandes requested to have this item come back on the consent calendar for approval at the November meeting.

V. FUTURE AGENDA ITEMS

- A. PUBLIC HEARING REGARDING DRAFT DISTRICT INITIAL PROPOSAL FOR CONTRACT NEGOTIATION WITH WSCTA FOR 2008-2009 – NOVEMBER
- B. BOARD APPROVAL OF DISTRICT INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS WITH WSCTA FOR 2008–2009 – NOVEMBER
- C. PRESENTATION OF NEW COURSES IMPLEMENTED FOR 2008-2009 AT EL MOLINO HIGH SCHOOL - NOVEMBER
- D. FIRST READING OF REVISED ADMINISTRATIVE REGULATION 1331.2 FEE SCHEDULE FOR COMMUNITY USE

VI. ADJOURNMENT - The meeting was adjourned at 7:45 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 19th day of November 2008.

Keller McDonald