



**MINUTES
REGULAR MEETING
BOARD OF TRUSTEES
January 13, 2016**

The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Point Arena Schools District Office located at 45 Lake Street, Point Arena. For more information please call 882-2803.

OPEN SESSION

3:30 PM

**District Office
45 Lake Street
Point Arena, California**

Section 1:

1.1 Call to Order

3:30 PM

1.2 Roll Call

Board Member Bates was absent.

1.3 Approval of Agenda

Board President Shimon asked to change the contact name and phone number under item 3.1 from Mr. Ron Miles (707) 884-1101 to Mr. Bob Shimon (707) 884-4126. Item C.6 was also corrected; it should be step 5, \$14.68 per hour.

A motion was made by DeWilder and seconded by Miles to approve the agenda as amended.

MSC: DeWilder/Miles Vote: Student Board Member: Absent Board: 6-0-0-1

1.4 Public Comments on items to be heard in **Closed Session**

There were no comments.

1.5 Recess to Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATOR
Mr. Brent Cushenbery, District Chief Negotiator
Point Arena High School Teachers Association (PAHSTA)
Arena Union Teachers Organization (AUTO)
South Coast Chapter #343, California School Employees Association (Point Arena & Arena)

- b. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.9:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- c. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Superintendent

OPEN SESSION

4:30 PM

**Point Arena High School Library
270 Lake Street
Point Arena, California**

Section 2:

- 2.1 Call to Order

4:30 PM

- 2.2 Pledge of Allegiance to the Flag

- 2.3 Notice of any agenda changes previously approved

Board President Shimon announced the Board corrected the contact name and phone number under item 3.1 from Mr. Ron Miles (707) 884-1101 to Mr. Bob Shimon (707) 884-4126. Item C.6 was also corrected; it should be step 5, \$14.68 per hour.

- 2.4 Announcement of reportable action, if any, from Closed Session

There were no reportable actions from closed session.

Section 3: Public Comment Regarding Open Session Items NOT the Agenda

- 3.1 Individual speakers shall be allowed **three minutes** to address the Board on each item not on the agenda. The Board President may allow additional time as appropriate. Government Code 54954.3 prohibits the Board from taking action on matters not on the agenda. The Board may briefly respond to such public comment by asking questions to clarify the speakers' comments and refer the speaker to the Superintendent for further clarification.

While we recognize each person's free speech rights to talk at a board meeting, we are requesting that speakers do not express a complaint against an identifiable employee of the district without giving the board an opportunity to meet its legal obligations regarding the processing of complaints. If you do have a complaint, please contact the Superintendent at (707) 882-2803, or if the complaint is about the Superintendent, please contact Mr. Ron Miles the Board President at (707) 884-1101. This notice will allow us to meet our legal obligations and your complaint will be heard and reviewed in accordance with the law and the district process.

So as to not inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting. **Speakers are asked to bring 10 copies of any handouts for the Board and Board Staff.**

Members of the audience may feel free to arrive and depart at any time during the meeting. Please do this as quietly as possible.

Point Arena Schools adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent's Office at (707) 882-2803. All efforts will be made for reasonable accommodations (Government Code Section 54953.2, Americans with Disabilities Act of 1990, 202 (42 U.S.C. 12132).

No comments made.

Section 4: Public Comment Regarding Open Session Items ON the Agenda

- 4.1 Individual speakers shall be allowed **three minutes** to address the Board on each item on the agenda. This may occur during this section of the agenda or after the Board has had its discussion, and prior to taking action on each item on the agenda. The Board President may allow additional time as appropriate.

No comments made.

Section 5: Public Hearing

- 5.1 The Governing Board of the Point Arena Schools is holding a public hearing affording an opportunity for individuals to present their views concerning Point Arena High School Teachers Association's (PAHSTA) openers for the 2015-2016 school year and Point Arena Schools District's openers for the 2015-2016 school year (Pgs. 1-2).

Open Public Hearing: **4:33 PM**

No comments.

Close Public Hearing: **4:34 PM**

- 5.2 The Governing Board of the Point Arena Schools is holding a public hearing affording an opportunity for individuals to present their views concerning Arena Union Teachers Organization's (AUTO) openers for the 2015-2016 and 2016-2017 school year, and Point Arena Schools District's openers for the 2015-2016 school year (Pgs. 3-5).

Open Public Hearing: **4:34 PM**

No Comments

Close Public Hearing: **4:35 PM**

- 5.3 The Governing Board of the Point Arena Schools is holding a public hearing affording an opportunity for individuals to present their views concerning Point Arena Schools District's openers for California School Employees Association South Coast Chapter #343 (CSEA) Point Arena, for the 2015-2016 school year (Pg. 6).

Open Public Hearing: **4:35 PM**

No comments

Close Public Hearing: **4:36 PM**

- 5.4 The Governing Board of the Point Arena Schools is holding a public hearing affording an opportunity for individuals to present their views concerning Point Arena Schools District's openers for California School Employees Association South Coast Chapter #343 (CSEA) Arena, for the 2015-2016 school year (Pg. 7).

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Open Public Hearing: 4:36 PM

No comments

Close Public Hearing: 4:37 PM

Section 6: Brief Reports

6.1 Board of Trustees

Board members and Student Board member gave brief reports about activities they participated in during the month.

6.2 Superintendent

Superintendent Cushenbery asked for clarification about the Professional Development Incentive Program. He explained he understood it was established to help teachers obtain additional credentials to their existing credentials such as Justin Hughey and Cristin Allen who were approved to participate in the program last year. He stated he understood that each individual approved for the program can be reimbursed up to \$5,000 for expenses related to obtaining an additional Credential. Superintendent Cushenbery informed the Board that Katie Bates will submit an application so she can add a Math Credential to her existing Multiple Subjects credential.

Superintendent Cushenbery said he wasn't clear if the intent of the program was to also support a teacher to obtain a credential, specifically the Music teacher. The Board agreed to form a committee; Board President Shimon volunteered to be part of the Professional Development Incentive Selection Committee, and they will work out the specifics of the program.

Superintendent Cushenbery spoke in regards to the updated Strategic Action Plan.

6.3 Point Arena High School Principal

Principal Cartwright reported that Fort Bragg Electric has been on site working on the beginning of infrastructure and that staff is looking forward to the renovation of the infrastructure.

Principal Cartwright also reported that Mr. Nick Kappelhoff from New Technology Network attended the staff meeting today and made a presentation about the program.

Principal Cartwright reported there will be an ELAC Meeting on January 14, 2016 to acknowledge perfect and improved attendance.

Principal Cartwright reported Point Arena High School in collaboration with Action Network and the Soroptimists developed a program called; *Dream It, Be It*. She stated the program consists of a series of seven sessions to support female students to access skills for career options. The goal is to support students to work with community mentors for internships and explore career options, create achievable goals, and put dreams into action.

6.4 Arena Union Elementary Principal

Principal Crossman reported she created a *New Teacher Meeting* where new teachers come together to discussed upcoming events that they may not be aware of. Their last meeting centered on the annual Spelling Bee hosted by Pacific Community Charter School, and binders that teachers use to keep track of their Benchmark work and scheduling.

Principal Crossman reported that Cristin Allen (7-8), Lori Ledbetter (4th) and Jan Henley (K) joined her and attended the Next Generation Science Standards training at MCOE. The presenter was Arthur Beauchamp of UC Davis/Sacramento Area Science Project. She stated they are learning to implement the new science standards, but they are concerned about the potential costs that will be involved. They anticipate adoption of materials in the 2017-2018 school year.

Principal Crossman spoke about the PBIS (Positive Behavior Interventions and Supports) training provided by MCOE. She stated the training is free for all K-12 staff. The goal is for schools to provide a positive, comprehensive, data-driven system of behavior interventions rather than adhere to any particular educational approach.

Principal Crossman spoke about Expository Reading and Writing Course (ERWC) for Middle School. MCOE is providing a three-part series where teachers use information text for their grade levels. This course will help Middle School teachers continue to transition to Common Core. Teachers who participate and complete all of the series can earn four units.

6.5 AUTO

Charlie Sittloh gave the AUTO report.

6.6 PAHSTA

Melody Hood gave the PAHSTA report.

6.7 CSEA

Maria Servin gave the CSEA report and focused on the Cafeteria Classified staff.

Section 7: Consent Agenda (Action Item)

7.1 A. Minutes

A.1 Approve the minutes from the Regular Board of Trustee's meeting held December 9, 2015 (Pgs. 8-9).

A.2 Approve the minutes from the Special Closed Session meeting held on December 21, 2015 (Pgs. 10-17).

B. Finances

B.1 Approve Point Arena Schools District Commercial Warrant Register number: 0036-0043 in the amount of \$149502.52 (Pgs. 18-40).

B.2 Approve Point Arena Schools Purchase Order numbers: 160222-160237 in the amount of \$5,679.67 (Pg. 41).

B.3 Approve Point Arena Schools District Budget Transfer Transactions: 160137- 160145 in the amount of \$319,426.02 (Pgs. 42-45).

B.4 Approve Arena Union Elementary School Student Body Account Balance for the month of November, 2015. (Pg. 46-48).

B.5 Approve Point Arena High School Student Body Account Balances for the months of October, November and December 2015 (Pgs. 49-50).

- B.6 Approve adding Shasta Rasmusen and Trevor Sanders as signers along with Dr. Cartwright to the Point Arena High School's Associated Student Body bank account at Westamerica Bank.

C. Personnel

- C.1 Approve the Teacher Consent Form from David Blair to be assigned Student Support at Point Arena Jt. Union High School, which is outside his credential area, for the 2015-2016 school year (Pg. 51).
- C.2 Approve the Teacher Consent Form from Roger Little to be assigned Physics at Point Arena Jt. Union High School, which is outside his credential area, for the 2015-2016 school year (Pg. 52).
- C.3 Approve the Teacher Consent Form from Michelle Egger to be assigned English Language Arts at Arena Union Elementary School, which is outside her credential area, for the 2015-2016 school year (Pg. 53).
- C.4 Approve the Teacher Consent Form from Allison Berger to be assigned English Language Arts at Arena Union Elementary School, which is outside her credential area, for the 2015-2016 school year (Pg. 54).
- C.5 Accept the letter of resignation for retirement from Kim Swenson, Arena Union Elementary School Teacher effective February 29, 2016 (Pg. 55).
- C.6 Approve the employment of Nikcole Whipple as Library Media Technician for Point Arena High School, effective January 4, 2016 (Step 4 5, ~~\$14.26~~ **\$14.68** per hour, 5.75 hour per day). **Corrected**

D. Other

- D.1 Accept Pacific Community Charter Schools 2015-2016 First Interim Budget Report (Pgs. 56-67).
- D.2 Accept Williams Settlement Annual Report to Mendocino County Board of Supervisors (Pgs. 68-79).
- D.3 Accept Point Arena Schools Audit Report for the 2014-2015 school year (Attachment 1).
- D.4 Approve the revised MOU between Point Arena Schools District and Kathleen Ann Cebe, R.N. regarding Mandatory Drug Testing for Point Arena High School Student Athletes (Increased NTE from \$2,000 to \$5,000) (Pg. 80).
- D.5 Approve the Networking Services for Point Arena High School Infrastructure Upgrades (NTE: \$10,177.98) (Pg. 81).
- D.6 Approve the Statement of Agreement between Point Arena Schools District and Pacific Community Charter School for the second Semester 2015-2016 to allow 3 Pacific Community Charter School children to participate in the after school program (Cost NTE: \$2,295) (Pg. 82).
- D.7 Accept Pacific Community Charter Schools Annual Financial Report ending June 30, 2015 (Pgs. 83-112).

A motion was made by DeWilder and seconded by Miles to approve the consent agenda as amended.

MSC: DeWilder/Miles

Vote: Student Board Member: Yes

Board: 6-0-0-1

Section 8: Information/Discussion

8.1 New Technology Network Presentation – Nick Kappelhof (Pgs. 113-117)

Nick Kappelhof from New Technology Network gave a presentation about the program and the success of it throughout the United States.

8.2 Across Ages and Cultures – Student Presentation to Board of Trustees regarding anti-alcohol in the community.

Frances Anderson from Action Network and the following students made a presentation regarding anti-alcohol in the community: Rachel Kritz, Hector Luna and Karina Chaves. The students asked for board approval and support to invite an individual to come to the high school, in March or April, and make a presentation about alcohol awareness and alcohol poisoning. Action Network will provide the funding. The Board agreed this would be a good inservice.

Section 9: Discussion with Possible Action

9.1 **Discussion with possible action:** Consideration to sunshine Point Arena Schools District openers for the 2015-2016 school year, regarding Point Arena High School Teachers Association's (PAHSTA) and Arena Union Teachers Organization (AUTO) (See items 5.1 and 5.2).

A motion was made by DeWilder and seconded by Miles to sunshine Point Arena Schools District openers for the 2015-2016 school year, regarding Point Arena High School Teachers Association's (PAHSTA) and Arena Union Teachers Organization (AUTO).

MSC: DeWilder/Miles

Vote: Student Board Member: Yes

Board: 6-0-0-1

9.2 **Discussion with possible action:** Consideration to sunshine Point Arena Schools District openers for the 2015-2016 school years, regarding California School Employees Association South Coast Chapter #343 (CSEA) Arena and Point Arena (See items 5.3 and 5.4).

A motion was made by Miles and seconded by DeWilder to sunshine Point Arena Schools District openers for the 2015-2016 school year, regarding California School Employees Association South Coast Chapter #343 (CSEA) Arena and Point Arena.

MSC: Miles/DeWilder

Vote: Student Board Member: Yes

Board: 6-0-0-1

9.3 **Discussion with possible action:** Consideration to accept the Administrative/Employee Ratio Worksheets for Point Arena Schools District for the 2015-2016 school year (Pgs. 118-126).

A motion was made by DeWilder and seconded by Gardiner to accept the Administrative/Employee Ratio Worksheets for Point Arena Schools District for the 2015-2016 school year.

MSC: DeWilder/Gardiner

Vote: Student Board Member: Yes

Board: 6-0-0-1

9.4 **Discussion with possible action:** Consideration to approve first read of the following July 2015 Policies (Pgs. 127-241):

BB 9320, Meetings and Notices; 72 hours verses 3 days (The Policy Committee made no recommended changes)

E 6146.1, High School Graduation Requirements (The Policy Committee made no recommended changes)

BP/AR 0420, School Plans/Site Council (Adopt new language: Aligns with LCAP)
 BP/AR 1312.3, Uniform Complaint Procedures (Adopt new language: Aligns with LCAP)
 BP/E 4040, Employee Use of Technology (Approve: Adds responsibility to report and adds "Acceptable Use Agreement")
 BP 4131, 4231, Staff Development (Approve: Aligns with NEW LAW)
 AR 4161.8, 4261.8, 4361.8, Family Care and Medical Leave (Approve: NEW LAW – same sex partner language)
 AR 5121, Grades/Evaluation of Student Achievement (Approve: NEW LAW – submit GPA of students in grades 12 to all Cal Grant program)
 BP 5131.2, Bullying (Neutral. Uniform Complaint procedures is formal)
 BP/AR 5148, Child Care and Development (N/A. We do not run a Child Care program)
 BP/AR 5148.2, Before/After School Programs (Approve. NEW LAW)
 BP/AR 51438.3, Preschool/Early childhood Education (Approve: NEW LAW)
 BP/E 6163.4, Student Use of Technology (Approve: Updates circumstances for lawful search of student devices. Adds Acceptable Use Agreement)
 BB 9100, Organization (Neutral. Clarifies timelines for Board Organizational Meetings. Board must decide on the number of consecutive year(s) a board member can serve in the same office (last page))

No action was necessary.

9.5 **Discussion with possible action:** Consideration to approve first read of the following October 2015 Policies (Pgs. 242-288):

BP/AR 3270, Sale and Disposal of Books, Equipment and Supplies (Approve recommended changes)
 AR 3311, Bids (N/A: New Law applies to districts of 2500 or more)
 AR 3512, Equipment (Approve: Defines equipment and disposal of instructional equipment purchased with federal funds)
 AR 4112.23, Special Education Staff (Approve: Updated to reflect new credential requirement)
 BP/AR 4119.11, 4219.11, 4319.11, Sexual Harassment (Approve: NEW LAW)
 BP/AR 4154, 4254, 4354, Health and Welfare Benefits (Approve: NEW LAW – defines marriage related to Affordable Care Act)
 AR 5112.2, Exclusions from Attendance (Approve: NEW LAW – eliminates immunization exemption)
 BP/AR 5141.31, Immunizations (Approve: NEW LAW – further defines allowable exemptions)
 BP 6141.4, International Baccalaureate program (N/A: Point Arena does not operate IB program)
 BP 6190, Evaluation of the Instructional Program (Approve: NEW LAW – suspension of API)

No action was necessary.

9.6 **Discussion with possible action:** Consideration to approve the potential revisions to the Strategic Action Plan (Pgs. 289-298).

A motion was made by DeWilder and seconded by Miles to approve the revisions to the Strategic Action Plan.

MSC: DeWilder/Miles Vote: Student Board Member: Yes Board: 6-0-0-1

9.7 **Discussion with possible action:** Consideration to approve the Prop. 39 Selection Process (Pgs. 299-343).

The Board agreed that they would like to invite both companies in for an interview before they select the firm to do the Prop. 39 projects. Board President Shimon and Board Member DeWilder volunteered to be part of the interview committee along with Superintendent Cushenbery.

9.8 **Discussion with possible action:** Consideration to approve an out-of-state travel request for Dr. Cartwright and a staff member, yet to be determined, to travel to Indiana on February 21-26, 2016 to participate in the New Tech Network Leadership Program (Pgs. 344-346).

A motion was made by Miles and seconded by DeWilder to approve an out-of-state travel request for Dr. Cartwright and a staff member, yet to be determined, to travel to Indiana on February 21-26, 2016 to participate in the New Tech Network Leadership Program.

MSC: Miles/DeWilder Vote: Student Board Member: Yes Board: 6-0-0-1

Section 10: Items for Next Meeting/Next Meeting Date/Adjournment

10.1 Items for Next Board Meeting

Action regarding the New Technology Network.

Action regarding the selection of the Prop. 39 vendor.

10.2 Next Regular Meeting: February 10, 2016

10.3 Adjournment

A motion was made by DeWilder and seconded by Miles to adjourn at 6:06 PM.

MSC: DeWilder/Miles Vote: Student Board Member: Yes Board: 6-0-0-1

Approved and entered into the official minutes of the Point Arena Schools on this 10th day of February 2016.

Cindy Cione, Clerk of the Board

Date

Mr. Brent Cushenbery, Secretary of the Board

Date