



**MINUTES
REGULAR MEETING
BOARD OF TRUSTEES
September 14, 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

3:00 PM

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

Section 1:

1.1 Call to Order

3:00 PM

1.2 Roll Call

Board Member Cione was absent.

1.3 Approval of Agenda

Board President Shimon asked to pull item 7.4 off the agenda and place it on the October Board Agenda.

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

MSC: DeWilder/Robinson

Student Board Member: Absent

Board: 6-0-0-1

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

No comments were made.

1.5 Recess to Closed Session

a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

i. PUBLIC EMPLOYEE DISCIPLINE/DISMISAL/RELEASE

ii. SUPERINTENDENT EVALUATION

b. 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)

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 Report any agenda changes previously approved under Item 1.3

Board President Shimon announced the Board removed item 7.4 off the agenda and will bring it back at the October Board Meeting.

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

Board President Shimon announced he received a letter from PAHSTA and he distributed copies to all the Board members in 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 the Board President Bob Shimon at (707) 884-4126. 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).

Dibby Tyler thanked the Board Members for taking time to interview with her for a story that she's writing for the Soundings, which is a Sea Ranch Quarterly Newspaper. A copy will be sent to each board member.

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 were made.

Section 5: Public Hearing

5.1 The Point Arena Schools is holding a public hearing affording an opportunity for the public to present their views concerning the Sufficiency of Instructional Materials for Point Arena Joint Union High School and Arena Union Elementary School for the 2016-2017 school year.

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

No comments were made.

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

Section 6 DISCUSSION

6.1 Interdistrict Agreement (Pgs. 1-11)

Superintendent Cushenbery clarified his acceptance of interdistrict students transferring into our district. According to the Allen Bill if a parent/guardian of the student is physically employed within the boundaries of the District, the District can enroll the students in our schools for as long as the parent/guardian is employed within the boundaries of the district. Another reason to accept a student who lives outside the district is when child care is within the boundaries of the District.

6.2 Technology Fund

Board Member Bates spoke about creating a technology fund to replace technology equipment when necessary. Superintendent Cushenbery said he would bring back a resolution to address creating a fund at the next board meeting.

6.3 Coach Hiring Timeline (Pgs. 12-21)

Superintendent Cushenbery addressed coaching positions and informed the Board that according to Ed. Code Certificated staff has first rights to those positions. However, when possible the District will do all it can to make sure coaches are hired in the Spring for the upcoming school year.

Section 7: DISCUSSION WITH POSSIBLE ACTION

7.1 **Discussion with possible action:** Consideration to approve Chair of Board appointed committee to develop a complete SAT/ACT Preparation Plan (Pg. 22).

The Board discussed the formation of a committee to develop a SAT/ACT Preparation Plan Committee. The Committee will consist of: Heather Burkhardt, who will be the Chair, Dr. Cartwright, Mr. Bannister and Mr. Bastian.

A motion was made by DeWilder and seconded by Miles to appoint Heather Burkhardts as Chair of the SAT/ACT Preparation Plan Committee and approve Dr. Cartwright, Mr. Bannister and Mr. Bastian as members of the Committee.

MSC: DeWilder/Miles

Student Board Member: Yes

Board: 6-0-0-1

- 7.2 **Discussion with possible action:** Consideration to approve second read or adoption of AR 4217.11, Preretirement Part-Time Employment – Updated regarding districts that offer reduced workload programs (Pgs. 23-26).

The motion to approve second read or adoption of AR 4217.11 died for lack of a motion.

- 7.3 **Discussion with possible action:** Consideration to approve second read or adoption of BP 2121, Superintendent’s Contract – Updated to clarify conditions under which the Governing Board may meet in closed session to discuss Superintendent’s contract, salary or compensation and include a provision limiting the maximum cash settlement the employee may receive upon termination from 18 months to 12 months (Pgs. 27-42).

A motion was made by DeWilder and seconded by Bates to adopt BP 2121, Superintendent’s Contract – Updated to clarify conditions under which the Governing Board may meet in closed session to discuss Superintendent’s contract, salary or compensation and include a provision limiting the maximum cash settlement the employee may receive upon termination from 18 months to 12 months.

MSC: DeWilder/Bates

Student Board Member: N/A

Board: 6-0-0-1

- ~~7.4 **Discussion with possible action:** Consideration to approve an out of state trip for Trevor Sanders, Lillian Ross McFarland, Katie Bates and Principal Rebekah Cartwright, to attend a New Technology Network Training in Greenville, South Carolina November 9-11, 2016 (Pg. 43-46).~~

Item 7.4 was moved from the agenda.

- 7.5 **Discussion with possible action:** Consideration to approve for first read E 5141.21, Administering Medication and Monitoring Health Conditions. The old forms were out dated (Pg. 47-49).

No action was required.

- 7.6 **Discussion with possible action:** Consideration to approve the Tentative Agreement between Point Arena Schools and Arena Union Teachers Organization (AUTO) (Pgs. 50-63).

The motion to approve the Tentative Agreement between Point Arena Schools and Arena Union Teachers Organization (AUTO) died for lack of a motion.

- 7.7 **Discussion with possible action:** Consideration to approve the Tentative Agreement between Point Arena Schools and Point Arena High School Teacher’s Association (PAHSTA) (Pgs. 64-68).

The motion to approve the Tentative Agreement between Point Arena Schools and Point Arena High School Teacher’s Association (PAHSTA) died for lack of a motion.

Section 8: BRIEF REPORTS

- 8.1 Board of Trustees

Board Members shared activities they participated in during the month.

- 8.2 Superintendent

Board Meeting Minutes – September 14, 2016

Superintendent Cushenbery asked Business Manager to present the Attendance Data Review Report.

- Attendance Data Review (Prior Year)

Ms. Chin gave a power point presentation and reviewed attendance for all grade levels. She reported that Point Arena High School's overall highest percentage days attendance was in the 2015-2016 school year, month 1 (96.46%). Arena Elementary Grade 7-8 was the lowest difference between highest yearly average and lowest yearly average (92.69% - 92.24%) = 0.46% indicating stability from year to year. Ms. Chin reported that higher percentages tend to occur in the beginning months of the year with lower percentages trending toward the ending months of the year as well as Winter Break months.

8.3 Point Arena High School Principal

Principal Cartwright gave a start-of-school report. She thanked football coaches; Dan Regelbruggee, Kai Hamblin and Jose Oropeza, who helped bring the team back. Principal Cartwright also thanked Tom Iliffe and Daniel Iliffe for their years of coaching for Point Arena High School.

Principal Cartwright thanked Heather Burkhardt, Di Scott and Natalie Berg who have stepped in to help the CTE Landscaping/Agricultural class teacher, while she is out on a leave. Principal Cartwright invited the Board to visit the classes and see the progress they are making.

Principal Cartwright reviewed the College Entrance Exam Timelines which are as follows:

PSAT, Test Date 10/19/16 (8:00 AM – 12:00 PM)

ACT, Registration Deadline 9/16/16 and the test date is 10/22/16 (8:00 AM – 12:00 PM)

SAT, Registration Deadline 10/7/16 and the test date is 11/5/16 (8:00 AM – 12:00 PM)

Principal Cartwright talked about Challenge Day, ASB, College and Career and School Culture.

Principal Cartwright announced Parent Night will be held on September 21, 2016. ASB will host a dinner at 5:00 PM. The Welcome, New Technology Network/Echo Presentation, and staff introductions will start at 5:50 PM.

Principal Cartwright spoke in regards to Mental Health First Aid, NTN Echo, Student Learning Outcomes, and Grading.

- New Tech Network Update

Principal Cartwright spoke about the New Tech Network Partnership.

- Student Academic Performance State Testing (Prior Year)

Principal Cartwright gave a power point presentation about Smarter Balanced Results. (Power point presentation attached).

Dr. Melody Hood to spoke about the Restorative Practices Program. She reported how restorative practices have been shown to reliably reduce misbehavior, bullying, violence and crime among students and how it improved the climate for learning.

Dr. Hood is seeking Advisory Committee members consisting of: a member of the Board, two parents, one teacher, a member of the community, and two students. Dr. Hood, who is the Chair, will be a non-voting member.

8.4 Arena Union Elementary Principal

Principal Carson reported that the bulk of his time has been spent observing classrooms, getting to know students and staff.

Principal Carson spoke about the out dated Mac Books and Chrome Books and the need to look at ways to replace outdated equipment. He reported AUES held a fundraiser at the annual Harbor Festival and made over \$1,000 for their Technology Fund. Principal Carson stated the goal of the first phase is to get new computers because some of the Chrome Books don't allow students to do computer coding.

- Student Academic Performance State Testing (Prior Year)

Principal Carson gave a power point presentation about Student Academic Performance State Testing comparing the last two years of data to the State Averages (Power point presentation attached).

The Board discussed the need for updated computers at Arena. Superintendent Cushenbery said, "We have an amount within our reserves set-aside for the technology".

8.5 AUTO

No report.

8.6 PAHSTA

Lillian Ross-McFarland, PAHSTA Member, gave the report. She spoke about how staff is working really hard together to create an innovative and creative learning environment for the students. She reported that many are collaborating and starting projects and that there is a lot of good energy on campus this year. Mrs. Ross-McFarland spoke about the struggles they are having with ECHO Learning Management System, specifically the grade book aspect of it, only because they haven't been properly trained in it and they are looking forward to the training with their new rep.

8.7 CSEA

No report.

Section 9: CONSENT AGENDA (ACTION ITEM)

9.1 A. Minutes

A.1 Approve the minutes from the Regular Board of Trustee's meeting held August 10, 2016 (Pgs. 69-76).

A.2 Approve the minutes from the Special Board of Trustee's meeting held August 30, 2016 (Ps. 77-78).

B. Finances

B.1 Approve Point Arena Schools District Commercial Warrant Register number: 007- 012 in the amount of \$119,179.44 (2016-2017) (Pgs. 79-93).

B.2 Approve Point Arena Schools Purchase Order numbers: 170095-170142 in the amount of \$98,008.66 (2016-2017) (Pg. 94-97).

B.3 Approve Point Arena Schools District Budget Transfer Transactions: 170038-170073 in the amount of \$1,135,604.89 (Pgs. 98-111).

C. Personnel

- C.1 Approve David Himmelstein, Science Teacher at Point Arena High School to be employed on the basis of a Variable Term Waiver for the 2016-2017 school year.
- C.2 Accept the resignation from Amanda Anderson, 4.0 Hr. Paraeducator – Special Ed. effective September 9, 2016 (Pg. 112).
- C.3 Approve Amanda Anderson, 6th Grade Teacher at Arena Union Elementary to be employed on the basis of a Variable Term Waiver for the 2016-2017 school year.
- C.4 Accept the resignation from Tom Craig, .5 hour Paraeducator (Regular Education) and .75 hour Paraeducator (Health Technician) at Arena Union Elementary effective August 26, 2016 (Pg. 113).
- C.5 Accept the resignation from Nikcole Whipple, Library Medic Technician at Point Arena High School effective August 23, 2016.

D. Other

- D.1 Approve the surplus the attached list of outdated/obsolete books from Point Arena High School (Teacher was unable to provide copyright dates) (Pg. 114)
- D.2 Adopt *Positive Prevention PLUS*, Authors, Kim Clark and Christine Ridley, Copyright 2010, for 9th – 12th Grade students at Point Arena High School for the 2016-2017 school year.
- D.3 Adopt the recommendations of the Superintendent regarding the following policies (Pgs. 115-124):
March Updates:
 BP/AR 1312.3, Uniform Complaint Procedures – Reflect NEW LAW, use of uniform complaint procedures.
 BP/AR 3553, Free and Reduced Price Meals – Reflect NEW LAW, timelines.
 AR 4161.1, 4361.1, Personal Illness/Injury Leave – Reflect NEW LAW, requires differential pay for certificated employees.
 AR 4161.2, 4261.2, 4361.2, Personal Leaves – Reflect NEW LAW, expands the purposes of leave.
 AR 4261.1, Personal Illness/Injury Leave – Reflect NEW LAW, allows employees to use sick leave, in an amount not less than accrual in 6 months.
 BP 5146, Married/Pregnant/Parenting Students – Offer equal educational program or activity to pregnant students. Also reflects NEW LAW – schools offering reasonable accommodations for lactating students.
 BP/AR 67142.7/ 6142.7, Physical Education and Activity – Information added about qualification of PE teachers. Also adds minimum school day requirements and reflects NEW LAW.
 BP 6152, Class Assignment – Reflect NEW LAW which prohibits assigning students any course period without educational content for a time period.
 AR 6162.51, State Academic Achievement Tests – Reflects NEW TITLE 5 REGULATIONS, which establishes a deadline.
 BP 6164.2, Guidance/Counseling Services – Reflect NEW LAW, which expresses intent regarding responsibilities of school counselors.

April Updates:
 BP/AR 3515.2, Disruptions – Adding optional components.
 BP/E 3515.7, Firearms on School Grounds – Reflects NEW LAW, which eliminates the exception that had allowed persons with a Carry Concealed Weapon license to possess a firearm on campus.

May Updates:

E 0420.41, Charter School Oversight – Reflect NEW LAW adding requirements to adopt math placement policy.

BP/AR 1230, School-Connected Organizations – Updated to clarify relationship between the district and a school-connected organization.

BP/AR 3311, Bids – Updated to include UPCCAA for contracting for public works projects. Also reflect NEW LAW authorizing a district to award a design-build contract for a public works project in excess of \$1 million.

BP/AR 3541.2, Transportation for Students with Disabilities – updated to clarify the policy’s applicability to students receiving services. DELETE AR, language incorporated into BP.

BP 3580, District Records – Updated to reflect legal requirement regarding disclosure of breach of security of district records pertaining to personal information.

BP/AR/E 4112.24, Teacher Qualifications Under the No Child Left Behind Act – DELETE

E 5145.6, Parental Notifications – Updated to delete High School Exit Exam which is suspended through 2017-18.

BP/AR 6200, Adult Education – Reflect NEW LAW which establishes the Adult Education Block Grant.

BB 9222, Resignation – Updated to clarify the effective date of a resignation and the need for the resigning member to file Form 700.

BB/E 9270, Conflict of Interest – Updated reflecting timeline to submit Form 700 to reviewing body.

June Updates:

BB 9321, Closed Session Purposes and Agendas – Updated to clarify that the Board may not meet in C.S. under Personnel Exceptions to discuss or act upon any proposed change in compensation other than a reduction.

- D.4 Accept the Williams Quarterly Report – 4th Quarter (April – June 2016). There was one misassignment at Arena Union Elementary (Cover, which was corrected) and two at Point Arena High School (Bates and Saunders, which was corrected) (Pgs. 125-129).
- D.5 Approve the MOU between Point Arena Schools and Kathleen Ann Cebe, R.N. to conduct mandatory/random drug testing for students at Point Arena High School for the 2016-2017 school years (NTE \$5,000) (Pg. 130).
- D.6 Approve the Contract for Services between Mendocino County Youth Project and Point Arena High School to provide Prevention & Early Intervention (P.E.I.) for the 2016-2017 school year (NTE \$25,514) (Pgs. 131-132).
- D.7 Approve the surplus and putting out to bid of a 1997 GMC Suburban. 192,206 miles, 4 wheel drive, good tires, needs work inside, auto transmission, sold “as-is”, no smog. (Starting bid \$1,000).
- D.8 Approve the MOU between Point Arena Schools and Artie Bell to provide bus mechanic services for the period of August 15, 2016 through October 31, 2016, unless a bus mechanic/bus driver is hired during this period then the MOU is null and void (NTE: \$5,000) (Pg. 133).
- D.9 Approve Point Arena High School’s Fall Athletic Schedules (Pgs. 134-135).
- D.10 Approve the 2015-16 Quarterly Report on Williams Uniform Complaint (4th Quarter, April, May, June). There were no complaints. (Pg. 136).

A motion was made by DeWilder and seconded by Bates to approve the consent agenda as presented.

MSC: DeWilder/Bates

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

10.2 Next Regular Meeting: October 12, 2016

10.3 Adjournment

A motion was made by Miles and seconded by DeWilder to adjourn at 6:17 PM.

MSC: Miles/DeWilder

Student Board Member: Absent

Board: 6-0-0-1

Approved and entered into the official minutes of the Point Arena Schools on this 12th day of October 2016.

Cindy Cione, Clerk of the Board

Date

Mr. Brent Cushenbery, Secretary of the Board

Date