

# ADOPTED

**Arcata School District**  
**BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES**  
**Monday, August 14, 2017**  
1435 BUTTERMILK LANE  
ARCATA, CA 95521  
(707) 822-0351

**BOARD MEMBERS:**

- Jeffrey Schwartz, Board President – Present
- Carrie Kelly – Present
- Suzanne Langford - Absent
- Prairie Moore – Present

**Superintendent:** Dr. Barbara Short

**Administration:** Lynda Yeoman, Victoria Parker

**Others Present:** Stacey Schaefer, Jen DaParma, Rea Erickson, Beth Wylie, Carol Grimes....

**I. 5:30 PM BOARD OPEN SESSION – Location: Arcata School District Office**

Board President Schwartz opened the meeting at 5:30 p.m.

**II. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

There were no public comments on closed session items.

**III. 5:35 PM BOARD ENTERED CLOSED SESSION – Location: Arcata School District Office**

The Board met in closed session from 5:35 to 6:38 pm.

**IV. 6:42 P.M. RETURN TO OPEN SESSION – GENERAL SESSION: CALL TO ORDER – Location: SBMS Multi-Purpose Room**

**IV a. Roll Call** - Completed

**IV b. Approval of the Agenda** - Completed

**Motion 1: Motion made to approve the agenda**

**By: Carrie Kelly**

**Seconded: Prairie Moore**

**Carried unanimously**

**V. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION**

The Board President reported that there was no action taken in Closed Session.

**VI. SPECIAL RECOGNITIONS**

Superintendent Short recognized the Humboldt Area Foundation for its recent grant donation to the Arcata Elementary School PTO's Westwood Village Project. Superintendent Short then recognized Brad Hurt and Matt Coke of the district's Grounds/Utility Crew for their hard work all summer long.

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## VII. PUBLIC INPUT – GENERAL

Beth Wylie, Director of Fuente Nueva Charter School, commented on item VIII j, Board policy E 0420.41 (Charter School Oversight), stating that she did not have a chance to fully read and digest the policy. She asked the Board to table this item for a month so she can make sure that FN is in compliance. Superintendent Short stated that the law has already passed, and the Board needs to update its policies; however, the policy does not have to be passed now. Charters now must report on California teacher credentialing, just as public schools do. Regardless of whether the Board passes this policy tonight or at all, we're still bound by the Education Code. Director Wylie stated that there are some significant changes in the policy and she'd like more time; Union Street Charter School Director Rea Erickson stated that there are a few items in the policy that she wanted to check on with her staff. Board President Schwartz tabled until September.

## VIII. GENERAL FUNCTION-CONSENT ITEMS (Approval with Single Motion)

- VIII a. Approval: Minutes - June 26, 2017 - Special Board Meeting
- VIII b. Approval: Minutes - June 28, 2017 - Special Board Meeting
- VIII c. Approval: Warrants (FY 2016-17 and FY 2017-18)
- VIII d. Declaration of Need for fully Qualified Educators
- VIII e. Statement of Need 30-day Substitute and Designated Subjects 30-Day Teaching Permits
- VIII f. Approval and Adoption: Children's Eye Health & Safety Month Proclamation
- VIII g. Approval and Adoption: National Immunization Awareness Month Proclamation
- VIII h. Approval: New Hires:
  - 1. Classified Employees - Samuel Crivelli (ASP), Jessica Deshon (BSP), Aryal Hiller (ASP), Amy Roberts (Asst Cook)
  - 2. Certificated Employees - Liana Boles-Troy (teacher), Krystal Masinter (teacher), Derek Rudolph (teacher), Jennifer Ursini (teacher)
- VIII i. Approval: Retirements and Resignations:
  - 1. Classified Employees - Retiring: n/a  
Resigning: Martha Bastian (aide), Erica Delville (ASP), Keefe Hanson (aide), Hannah Krubsack (aide), Jamie Lembeck (aide), Kelly Ogden (aide), Rebecca Parage (aide), Kirsten Vasquez (aide)
  - 2. Certificated Employees: Retiring: n/a  
Resigning: Tara Gahm (speech therapist), Jacqueline Stratton (teacher), Karis Taylor (teacher)
- VIII j. Approval of Board Policies: E 0420.41 (Charter School Oversight), BP 2140 (Evaluation of the Superintendent), AR 4112.2 (Certification), BP/E 6161.1 (Selection & Evaluation of Instructional Materials), BB 9121 (President), BB 9230 (Orientation)

**Motion 2: Motion made to approve the General Function-Consent Items contingent upon the following changes:**

- 1). Annelise Ely is not resigning so should be removed from item VIII i.
- 2). Board policy E 0420.41 will be tabled until the September Board meeting.

**By: Carrie Kelly**

**Seconded: Prairie Moore**

**Carried unanimously**

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## IX. INSTRUCTION

### IX a. Highlights of Practice

Superintendent Short discussed the various professional development trainings that staff attended over the summer, such as Fountas-Pinnell Literacy intervention, Redwood Writing Project, and Fountas-Pinnell Classroom.

### IX b. Public Hearing Regarding Sufficiency of Instructional Materials

Open: 7:05 .m.

Close: 7:08 pm.

Superintendent Short explained that the area of need is history curriculum. History as well as Next Generation Science will be updated this year. We purchased Native American History/Social Sciences curriculum for all grade levels in 16-17, and it is CCSS-aligned. This resolution is based on our current materials; we have sufficient materials for everybody.

### IX c. Approval and Adoption: Resolution 1718-01: Instructional Materials Sufficiency

There were no comments about this item.

**Motion 3:**     **Motion made to approve and adopt Resolution 1718-01**  
                  **By: Prairie Moore**  
                  **Seconded: Carrie Kelly**  
                  **Carried unanimously**

### IX d. Approval: Arcata Home School Alternative

Superintendent Short stated that we have an Independent Study program for kids who will be travelling or who are ill and expect to be out for a while. The Home School is for kids who do not come to school (or if they've been vaccinated, they can come to campus and engage with students for specialized credentialed services that parents can't provide). There is still a lot that needs to be done to establish this program, including approving a budget, policies, forms, curriculum, etc. This budget represents a requirement for the State.

The Board decided to table this item long-term.

### IX e. Local Indicators for CA School Dashboard

Superintendent Short stated that we're going to be required to implement reporting on the State criteria that the state does not collect data on, and upload it to the CDE dashboard as a reporting site. This requires compliance monitoring regarding our data for CCSS implementation, professional development, parent participation and many more sub-areas of State Priorities. This is a new requirement, released in July and due by November. We have to decide which data and tools to use to create our reports. We'll have to make that decision in October.

### IX f. Social-Emotional Learning/Kindness/Empathy initiatives

There is a variety of social-emotional curriculum available. A lot of teachers teach these skills in the classroom. We purchased 2<sup>nd</sup> Step Violence Prevention curriculum a few years ago. The Kindness initiative tracks positive behavior; some schools love it. There are other ideas for social-emotional

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possibilities in the Board packet. Adopting a district-wide SEL curriculum would be beneficial, especially if implemented fully.

## X. BUSINESS & FINANCE

### X a. Approval: Routine Budget Revisions

Business Manager Stacey Schaefer stated that the only change to the district budget was an update to reflect the Governor's adopted budget releasing one-time money in 2017-18 instead of 2018-19. About \$71,000 was released, which will help us somewhat to decrease our projected deficit spending.

#### Motion 4: **Motion made to approve the Routine Budget Revisions**

**By: Carrie Kelly**

**Seconded: Prairie Moore**

**Carried unanimously**

### X b. Update Re: Cahill Park

Superintendent Short stated that she asked the City of Arcata to consider a lot line adjustment; they have not yet responded. If they accept the lot line adjustment, they'll take over management of this piece of land for trail access. If not, we could possibly do an MOU for no indemnity. Only the top of the path is on AESD property.

### X c. California School Board Association Training for the Board

Superintendent Short stated that there is a training in Burlingame, and a larger one in San Diego, and a new Board member training in April. There was some discussion of the new Board of Trustees member Joe McKinzie, who filed candidacy paperwork for the November election; because there is a vacant seat and no one else filed paperwork, Joe is our new Trustee. Discussion revolved around when he could start, and including him in any training scheduling.

### X d. Approval: RESOLUTION 1718-02 OF THE BOARD OF TRUSTEES OF THE ARCATA ELEMENTARY SCHOOL DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, ELECTION OF 2012, SERIES C, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,510,000, AND APPROVING RELATED DOCUMENTS AND ACTIONS

Superintendent Short reported that the bond mirrors exactly what the Board did a few months ago.

#### Motion 5: **Motion made to approve Resolution 1718-02: Issuance and Sale of GO Bonds**

**By: Prairie Moore**

**Seconded: Carrie Kelly**

**Carried unanimously**

### X e. Approval: Coastal Grove Charter School Facility Lease MOU

Business Manager Schaefer stated that every year the costs are analyzed to determine the prices in the MOUs. Coastal Grove's has not changed this year, but the other MOUs listed on the agenda have changed.

#### Motion 6: **Motion made to approve the Coastal Grove Charter School Facility Lease MOU**

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**By: Prairie Moore**  
**Seconded: Carrie Kelly**  
**Carried unanimously**

**X f. Approval: Jacoby Creek School District Food Service Agreement**

Business Manager Schaefer reported that there was a change to the Agreement based on the USDA reimbursement rates; there was a 7 cent increase by USDA, and we raised our cost by 5 cents. We lost two of our vending school district contracts this year (Fieldbrook, Redwood Coast Montessori).

**Motion 7: Motion made to approve the Jacoby Creek School District Food Service Agreement**  
**By: Carrie Kelly**  
**Seconded: Prairie Moore**  
**Carried unanimously**

**X g. Approval: Union Street Charter School Facility Maintenance MOU**

Business Manager Schaefer stated that after the costs were analyzed for 2016/17, it was determined that we would need to increase the rate from \$6000 to \$8,629 this year. Union Street Director, Rea Erickson and Business Manager, Schaefer had discussed this prior to the meeting.

**Motion 8: Motion made to approve the Union Street Charter School Facility Maintenance MOU**  
**By: Carrie Kelly**  
**Seconded: Prairie Moore**  
**Carried unanimously**

**X h. Approval: Arcata Home School Alternative Budget**

There was no more discussion of this topic (see IX d above), and there was no vote for approval.

**X i. Approval: BB 9220 Governing Board Elections**

The Board chose to approve BB 9220 with Option One.

**Motion 9: Motion made to approve BB 9220 Governing Board Elections with Option One**  
**By: Prairie Moore**  
**Seconded: Carrie Kelly**  
**Carried unanimously**

**X j. Approval: Approval: BB 0000 Vision and BB 0100 Philosophy**

Superintendent Short reported that these are standard Board procedures – when a Board embraces the governance standards of the California School Board Association, these elements (vision, philosophy) are included in a strategic plan. Your vision flows from your philosophy. It's about putting voice to our values and beliefs. These Board bylaws reflect that process. A Board Bylaw is a guiding document for processes and procedures, whereas Board Policy describes how you will implement processes.

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The Board decided to refrain from voting on these Board bylaws in favor of taking time to develop a philosophy and vision for the district together, at a future date.

## **X k. Approval: BB 9400 Board Self-Evaluation**

Superintendent Short told the Board that doing an assessment gives you an idea of where a Board shows strength and areas of focus for growth. Even though this Board hasn't been working together long, a self-evaluation will help determine goals. The superintendent asked for the Board's help developing a district slogan. The current slogan is, "a caring learning environment for kids". Do we want to keep it? She asked that they send her their ideas as soon as possible.

**Motion 10: Motion made to approve BB 9400 Board Self-Evaluation**

**By: Prairie Moore**

**Seconded: Carrie Kelly**

**Carried unanimously**

## **XI. PERSONNEL**

There were no agenda items under Personnel.

## **XII. LEADERSHIP TEAM REPORTS**

### **XII a. Superintendent's Report with Enrollment Report**

Superintendent Short updated the Board on Inter-District Permits: last year we had 505 students in district, and about 550 out of district, including at charters. The County wants us to collaboratively frame an Inter-District Permit. Ours is one of the few districts that is fully supportive of open choice. County-wide, some Districts are losing resource-rich kids, and are left with kids who have more needs. Districts lose ADA funding for kids who leave, but gain it from students who transfer in. At the last collaborative meeting the superintendent proposed kicking back ADA money for incoming students over a certain cap; districts could choose to override the cap or not.

Board member Moore stated that we end up driving students to the charters. Principal Yeoman reminded the Board that when Steve Kellish was superintendent, some districts dug in their heels and didn't allow choice; if you tell a parent no choice, they'll go to the charters. Now there are a lot of charters to choose from, and such a variety of charters.

### **XII b. Principals' Reports**

### **XII c. Technology Coordinator Report**

### **XII d. Food Service Director Report**

### **XII e. Charter Schools Directors Reports**

### **XII f. Extended Day Program & Pre-School Report**

### **XII g. Maintenance, Operations, and Transportation Report**

### **XII h. Family Resource Center Director's Report**

### **XII i. AETA Leadership Report**

### **XII j. CSEA Leadership Report**

## **XIII. FUTURE AGENDA ITEMS**

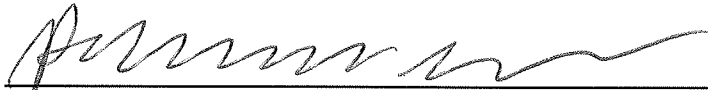
Items mentioned included investigating whether the new Trustee can start early; another discussion of philosophy and vision; and a budget workshop with HCOE (big picture) and Business Manager Schaefer

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(our budget). The budget workshops would be open to all staff members. The Board also mentioned holding a Special Board workshop in September.

## XIV. ADJOURNMENT

**Motion 11: Motion made to adjourn the meeting at 8:45 p.m.**  
**By: Prairie Moore**  
**Seconded: Carrie Kelly**  
**Carried unanimously**

  
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Clerk of the Arcata School District Board of Trustees

9/11/17  
\_\_\_\_\_  
Date