

# ADOPTED

**Arcata School District**  
**BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES**  
**Monday, March 13, 2017**  
1435 BUTTERMILK LANE  
ARCATA, CA 95521  
(707) 822-0351

**BOARD MEMBERS:**

- Stacy Atkins-Salazar, Board President – Present
- Carrie Levy - Present
- Prairie Moore – Present
- Jeffrey Schwartz – Present
- Rob Seltzner, Board Clerk – Absent

**Superintendent:** Dr. Barbara Short

**Administration:** Lynda Yeoman, Victoria Parker

**Others Present:** Stacey Schaefer, Janice Morris, Jen DaParma, Beth Wylie, Bryan Little, Brian Lovell, Carol Grimes, Lisa Berrett LaBolle, Jude Stromberg, Ann Johnson Stromberg, Josh & Kristin Smith, Gabriel Kelly, Jennifer Coriell, Chandelle Owens, Julia Adams, Shawn Kingstrom, Laura Estetter, Meadow Lo, Julie Mapes, Julie Hayes, Terri Bayles, D.J. Becksted, Phil Purcell, Karissa Kinyon, Nicole Reis, Terry Desch, Sarah Pennisi, Johanna Nagan, Rowan Gratz, Jacqueline Stratton, Wendy Robertson, Inga Townsend, Laura Middlemiss, Ann Youmans, Liz Jacobson,

**I. 5:30 P.M. BOARD OPEN SESSION – Location: Sunny Brae Middle School Library**

**I a. Roll Call – Completed**

**I b. Approval of the Agenda – Completed**

**I c. Board Workshop – Chromebook Roll-Out Presentation by Greg Ennes**

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

**By: Carrie Levy**

**Seconded: Prairie Moore**

**Carried unanimously**

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

There were no public comments on closed session items.

**III. CLOSED SESSION SCHEDULED FOR 5:30 P.M. – Location: ARCATA SCHOOL DISTRICT OFFICE**

The Board met in closed session from 6:15 p.m. to 6:42 p.m.

**IV. 6:45 P.M. OPEN SESSION – GENERAL SESSION: CALL TO ORDER – Location: SBMS MULTI-PURPOSE ROOM**

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

The Board President reported that the Board met with Mr. Ennes for a Chromebook roll-out discussion during their open session workshop, and that no action was taken in closed session.

**VI. STUDENT RECOGNITION**

Noah Smith was presented with the Superintendent's Award by Dr. Short.

# ADOPTED

## VII. SPECIAL RECOGNITIONS

Superintendent Short recognized community member Johanna Nagan for the numerous ways that she has supported Arcata Elementary School and the district. Family Resource Center Director Laura Estetter was recognized for her valuable assistance to local families in need. Dr. Short then discussed the adoption of Music in Our Schools Month, and recognized music teacher Meadow Lo, who works at both school sites, for her inspired dedication to music education.

## VIII. PUBLIC INPUT – GENERAL

Speakers addressed the Board to express their support for teachers. A speaker expressed their concerns regarding the school calendar, and distributed a handout to Board members. Board member Carrie Levy pointed out that if anyone would like to submit information ahead of time to be part of the monthly Board packet, the Board would then have time to think about and digest the material before the Board meeting. To have information included in a Board packet, submit the information to the district office at least two months in advance.

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

### IX a. Approval: Minutes:

1. February 13, 2017 – Regular Board Meeting

### IX b. Approval: Warrants

### IX c. Approval: New Hires:

1. Classified Employees – Keefe Hanson

### IX d. Approval: Resignations and Retirements:

1. Shellene McGee-Lucas, Francesca McDonald

### IX e. Adoption: Adoption of Board Policies: AR 1340

**Motion 2: Motion made to approve the General Function-Consent Items**  
**By: Carrie Levy**  
**Seconded: Prairie Moore**  
**Carried unanimously**

## X. INSTRUCTION

### X a. Approval: Proposed 2017-18 District Calendar

The Superintendent presented the Board with a calendar aligned as closely as possible to the high school district as requested by the Board at the February and January meetings, and incorporating an embedded professional development day, as discussed in negotiations with AETA. An AETA representative stated during public comment that the Board was not within rights to adopt a calendar outside of negotiations. In response to concerns from Board members as to whether they could adopt a calendar if there was disagreement on the part of teacher's unit, Dr. Short the explained that the Board has the legal right to adopt a calendar that met the needs of the district in order to plan for opening the school year. Arcata High School will start on August 23, and Pacific Union will start on August 24. The Board President stated that she spoke to Dr. Short before negotiations about the calendar, advising her to stick to a calendar most similar to other schools. She stated that it has not been Dr. Short making the decisions about the calendar; rather, Dr. Short's actions have been guided by the Board. Board members Levy and Schwartz stated that although they had previously felt that the school calendar should align with the High School's, they were not ready to finalize their decision because they wanted to review the additional information given to them during public input. The Board President tabled the decision until the April Board meeting.

### X b. Highlights of Practice

Dr. Short and Principal Parker reported that Parker worked with some 5<sup>th</sup> grade students who did not want to participate in dance class, allowing them to learn about dance in different modalities and

# ADOPTED

providing a format for rigorous writing instruction. Dr. Short also highlighted SBMS's long and interesting list of electives, representing a wonderful array of classes in every domain.

## **X c. Approval: InterDistrict Attendance Agreement**

Dr. Short reported that this is a temporary, one-year agreement. The current countywide agreement ends in June, and this new agreement will replace that. This is a temporary fix and every district in the county is passing it. Dr. Short reminded the Board that every district is independent and can make decisions regarding accepting or denying transfer students; however, regarding process and format we want to be in agreement with other districts. District students who transfer out of district have the right to return to our district schools at any time.

**Motion 3: Motion made to accept and approve the InterDistrict Attendance Agreement**  
**By: Prairie Moore**  
**Seconded: Jeffrey Schwartz**  
**Carried unanimously**

## **XI. BUSINESS & FINANCE**

### **XI a. Approval: Board Certification of Second Interim Report**

Dr. Short introduced Business Manager Stacey Schaefer and Humboldt County Office of Education (HCOE) Business Consultant Janice Morris to the Board. Stacey Schaefer reported that the district recommends positive certification for the second interim budget. Ms. Morris reported that Ms. Schaefer and Dr. Short met with the Chief Business Officer (CBO) at HCOE, Lynette Kerr, for a fiscal review on the current year budget plus two years ahead in order to ascertain what financial offer the district could sustain for negotiations. Ms. Kerr discovered that the budget is solid for the current year plus two, and that she was unable to find any budget excess. Ms. Morris reported that the district is exhibiting deficit spending; in the next two years it will become a structural deficit – starting next year, the reserve will be spent down, and by the end of the second year the reserve will be drawn down to 4.5% (the state minimum is 4%). Dr. Short mentioned the instability of the state budget and the numerous statewide infrastructure needs that may receive priority over education needs.

**Motion 4: Motion made to approve Board Certification of Second Interim Report**  
**By: Carrie Levy**  
**Seconded: Prairie Moore**  
**Carried unanimously**

### **XI b. Approval: Notification of Auditor Selection: Fiscal Years 2016-17 and 2017-18**

Dr. Short clarified that the Board was voting on a three-year contract (the Board approved the first year of the 3-year contract, 2015-16, at their March 2016 Regular Board meeting).

**Motion 5: Motion made to accept and approve the Notification of Auditor Selection: Fiscal Years 2016-17 and 2017-18**  
**By: Jeffrey Schwartz**  
**Seconded: Carrie Levy**  
**Carried unanimously**

### **XI c. Approval: Amended 2016/17 Warrant Distribution Authorizations CS-1**

Dr. Short related that this form and the following CS-7 are required by HCOE to authorize who may sign for warrants and payment orders, and who may pick up payroll warrants.

**Motion 6: Motion made to approve Amended 2016/17 Warrant Distribution Authorizations CS-1**  
**By: Prairie Moore**  
**Seconded: Jeffrey Schwartz**

# ADOPTED

**Carried unanimously**

**XI d. Approval: Amended 2016/17 Certification Form CS-7**

There was no discussion about this topic.

**Motion 7: Motion made to approve Amended 2016/17 Certification Form CS-7**

**By: Carrie Levy**

**Seconded: Jeffrey Schwartz**

**Carried unanimously**

**XI e. Local Control and Accountability Plan (LCAP) - Update**

Surveys were sent to school staff and community members to gather feedback on school programs and climate. The goal is to prepare the Draft Plan by May 10 for Board approval, vet Draft LCAP for public review, with a final LCAP adoption in June.

**XI f. Approval: Resolution 1617-06**

There was no discussion about this topic.

**Motion 8: Motion made to approve Resolution 1617-06**

**By: Carrie Levy**

**Seconded: Jeffrey Schwartz**

**Carried unanimously**

**XI g. Approval: Resolution 1617-07**

There was no discussion about this topic.

**Motion 9: Motion made to approve Resolution 1617-07**

**By: Carrie Levy**

**Seconded: Prairie Moore**

**Carried unanimously**

**XI h. Approval: District Certification of Corrective Actions – Coastal Grove School**

The Superintendent reported that we had one audit finding for Coastal Grove on our last audit. The Board vote is on certifying the corrective action plan.

**Motion 10: Motion made to approve District Certification of Corrective Actions – Coastal Grove School**

**By: Carrie Levy**

**Seconded: Jeffrey Schwartz**

**Carried unanimously**

## **XII. PERSONNEL**

### **XIII: LEADERSHIP TEAM REPORTS**

**XIII a. Superintendent's Report with Enrollment Report**

Superintendent Short discussed the district's increasing special education costs: We increased our Behavioral Services time due to student needs, and will continue to pay more to maintain this service next year because we have a number of kids with behavioral needs. This is an additional expensive that had not been anticipated. Special Education costs reflect increasing needs, and the projection is that these needs will continue to grow. We will look for ways we can best serve students and maximize our resources to the benefit of all students.

**XIII b. Principals' Reports**

**XIII c. Technology Coordinator Report**

# ADOPTED

**XIII d.** Food Service Director Report

**XIII e.** Charter Schools Directors Reports

Beth Wylie (Fuente Nueva) reported that the City of Arcata has approved enacting AB321, reducing the speed limit to 15 mph at school sites.

**XIII f.** Extended Day Program & Pre-School Report

**XIII g.** Maintenance, Operations, and Transportation Report

**XIII h.** Family Resource Center Director's Report

**XIII i.** AETA Leadership Report

**XIII j.** CSEA Leadership Report

## XIV. FUTURE AGENDA ITEMS

No items were discussed for this topic.

## XV. ADJOURNMENT

**Motion 11:** Motion made to adjourn the meeting at 8:10 p.m.

**By:** Prairie Moore

**Seconded:** Jeffrey Schwartz

**Carried unanimously**

## XVI. CLOSED SESSION

The Board did not go back into Closed Session.

  
Clerk of the Arcata School District Board of Trustees

4/10/2017  
Date