

# ADOPTED

**Arcata School District**  
**BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES**  
**Monday, October 10, 2016**  
1435 BUTTERMILK LANE  
ARCATA, CA 95521  
(707) 822-0351

**BOARD MEMBERS:**

- Stacy Atkins-Salazar – Present
- Carrie Levy – Present
- Jeffrey Schwartz – Present
- Rob Seltzner - Present

**Superintendent:** Barbara Short

**Administration:** Victoria Parker, Lynda Yeoman

**Others Present:** Colette Aitken, D.J. Becksted, Bettina Eipper, Greg Ennes, Peri Escarda, Carol Grimes, Stefan Hall, Melissa Lazon, Brian Lovell, Cindy Olsen, Stacey Schaefer, Rheese Taylor and family, Beth Wylie,

**I. 5:00 P.M. BOARD OPEN SESSION – Location: Sunny Brae Middle School Library**

- la. Roll Call** – Completed.
- lb. Approval of the Agenda** – Completed.

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

**By: Carrie Levy**  
**Seconded: Rob Seltzner**  
**Carried**

**II. BOARD WORKSHOP:**

- Ila. Strategic Planning Processes** – Discussed.
- Ilb. Boardsmanship-Organizational Development** – Discussed.

**III. PUBLIC COMMENT ON CLOSED SESSION ITEMS:**

There were no public comments on closed session items.

**IV. CLOSED SESSION SCHEDULED FOR 5:45 P.M., LOCATION – ARCATA SCHOOL DISTRICT OFFICE**

The Board met in closed session from 6:15 to 6:25 p.m.

**V. 6:34 P.M. OPEN SESSION – GENERAL SESSION: CALL TO ORDER, LOCATION: SBMS MULTI-PURPOSE ROOM**

**VI. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION:**

Board President reported that there were no actions taken.

**VII. STUDENT RECOGNITION:**

Rheese Taylor was presented with the Superintendent's Award by Dr. Short.

**VIII. SPECIAL RECOGNITION / PRESENTATIONS:**

Superintendent recognized the District's bus drivers for providing safe transport of students daily. ASD is fortunate to have such dedicated personnel to do this important work.

**IX. PUBLIC INPUT – GENERAL:**

Melissa Lazon of the Arcata Elementary School (AES) Parent-Teacher Organization presented that following a violent community incident, a Community Safety Meeting is planned with the Arcata Police Department and City Council. The meeting will be Thursday, October 13, at 6:00 p.m. at the D Street Community Center in Arcata. Additionally, Neighborhood Watch will highlight hot spots with the City for cleanup; a Joint Action Committee will continue working in partnership with the City; and a Parent Patrol has started. Melissa passed out a flier for

# ADOPTED

the Community Meeting, and will send an electronic copy to the District for further dissemination. Dr. Short handed out copies of the Community Safety meeting agenda.

Colette Aitken (CSEA). Referred to item XIIIb on this agenda, stating that the unit had not yet ratified the TA. She advocated for a Yes vote on Proposition 55 and District Measures H and I.

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

### Xb. Approval: Minutes – September 12, 2016 – Regular Board Meeting

Board President pointed out that Section IV in the Minutes needed to be changed. The Closed Session in September was reconvened at 8:15 p.m. due to the need for Board discussion of the personnel review of the Superintendent.

### Xa. Approval: Warrants

### Xc. Approval: Quarterly Williams Act Report

### Xd. Approval: New Hires

### Xe. Approval: Acceptance of Resignations and Retirements

### Xf. Approval: Adoption of National School Bus Safety Week Proclamation: October 17-21, 2016

### Xg. Approval: Adoption of Red Ribbon Week Proclamation: October 23-31, 2016

### Xh. Approval: Board Policies: AR/BP 1240; BP 2121; BB 9321; BP 5141.33.

Board President expressed concerns in reference to AR/BP 1240 - Volunteer Facilities Projects, regarding volunteer completion of facilities projects. Superintendent responded that the policy is in the California Education Code, and is permissible as long as volunteers are not taking work from an employee.

Regarding BP 5141.33 on Head Lice, Principal Yeoman expressed concern about the word "*shall*" in the following sentence: "If a student is found with active, adult head lice or live nits, he/she *shall* be allowed to stay in school until the end of the day." Superintendent explained that over the past several years there has been a move towards keeping students in class to preserve confidentiality, and it is a Board decision to allow students to remain in class or not. It was decided to use the word "*may*" instead of "*shall*", to allow discretion in sending a student home.

### Motion 2: Motion made to approve the General Function-Consent Items.

By: Carrie Levy

Seconded: Rob Seltzner

Carried

## XI. INSTRUCTION:

### XIa. District CAASPP results: Smarter Balanced Assessments (SBAC)

This presentation examines the performance of District subgroups. Dr. Short stated that there must be significant numbers of students to qualify as a subgroup (for example, there are not enough students identified as English Learner to form a subgroup). The main subgroup in the District are students identified as Socio-Economically Disadvantaged, designated by eligibility for free or reduced lunch, or a parent without a high school diploma. The District's SED students exhibited lower performance on the SBAC than non-SED students. In most grade levels the discrepancy was in English/Language Arts; this ties in to studies of preschool and kindergarten students, wherein SED students entering kindergarten have a vocabulary averaging 14,000 words while non-SED students have vocabularies averaging 100,000 words. Over time this discrepancy is compounded. Superintendent stated that although many other factors are involved in student performance than SED designation, the District could programmatically examine what we might do to assist SED students.

As reported last month, the District has general gains across the board over 14-15 SBAC scores. Staff and students can be proud of leaps in achievement. Discussion followed regarding the increased language now used in math curriculum which can leave struggling readers behind. Principal Parker stated that teachers at AES have identified gaps and are filling in with foundational knowledge to ensure greater student success with math. Board Member Schwartz asked why we do these assessments. Superintendent explained that they are required, and we need to see how our students are doing, marking both their progress and that of the District. This assessment data will go to the State through the LCAP process and the district will be rated on a state rubric. In the LCAP the District stated that student scores will increase overall by 2%; students performed above 2% so we have met our goal.

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## **XIb. District Assessments**

Principal Parker stated that the Assessment Committee decided on Illuminate as an assessment package. An Illuminate Implementation Manager will train staff to administer the assessments. It's about a 3-day training process. Board Member Schwartz encouraged beta testing this year to really get going for next year.

## **XII. BUSINESS & FINANCE:**

### **XIIa. Approval: September Budget Revisions**

Business Manager Stacey Schaefer explained that the majority of the revisions made were to update the beginning balances for current year.

**Motion 3: Motion made to approve September Budget Revisions.**

**By: Carrie Levy**

**Seconded: Jeffrey Schwartz**

**Carried**

### **XIIb. Local Control Accountability Plan (LCAP) Review**

Superintendent discussed the LCAP summary in the Board packet. The LCAP Advisory Committee is being developed, with a Site Council representatives from school sites and a member of the English Learner Advisory Committee, and employee unit representatives. LCAP Public Input Meetings are included in the Timeline; the first one is Thursday, November 17. The document lists the 2016-17 goals, some of which are checked off as being done. We're making good progress!

### **XIIc. Community and School Safety**

Superintendent gave a review of the community incident near AES that was discussed during the Public Comment section of the meeting. AES staff managed the situation very well, and the APD responded quickly. She explained why the AES staff did not lock down or inform parents immediately of the incident that happened off campus. Superintendent issued a letter to parents on the day of the incident; Principal Yeoman stated that she received nothing but positive comments regarding the letter. A discussion was held about the need for a central spokesperson during incidents. Principal Yeoman reminded the group that, while staff and students can practice for typical lock downs, there is no way to really prepare for an active shooter on campus. She stated that there has been a huge shift in law enforcement policies regarding an active shooter incident, and that the protocol for students has changed; whereas students used to be encouraged to come into a classroom for lock down, they are now encouraged to leave campus as quickly as possible (referring to older students). She is working with local businesses to see if they will house students in such an emergency. The JPA is putting together a training for HCOE staff throughout the county.

## **XIII. PERSONNEL:**

### **XIIIa. Approval: Stipend for Home School Program Coordinator**

Principal Yeoman will receive this stipend, as she has been working on this project.

**Motion 4: Motion made to approve the Stipend for the Home School Coordinator.**

**By: Jeffrey Schwartz**

**Seconded: Carrie Levy**

**Carried**

### **XIIIb. Approval: Tentative Agreement for Data Management/Account Technician**

Superintendent reported that this position is still tentative until approved by the CSEA.

**Motion 5: Motion made to approve Tentative Agreement for Data Management/Account Technician.**

**By: Carrie Levy**

**Seconded: Rob Seltzner**

**Carried**

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## XIV: LEADERSHIP TEAM REPORTS:

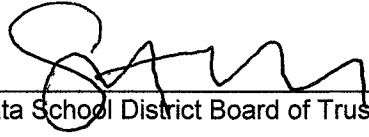
- XVla. Superintendent's Report with Enrollment Report
- XVla. Principals' Reports
- XVlc. Technology Coordinator Report
- XVld. Food Service Director Report
- XVle. Charter Schools Directors Reports
- XVlf. Extended Day Program & Pre-School Report
- XVlg. Maintenance, Operations, and Transportation Report
- XVlh. Family Resource Center Director's Report
- XVli. AETA Leadership Report
- XVlj. CSEA Leadership Report

## XV. FUTURE AGENDA ITEMS

Principal Yeoman and Greg Ennes stated that they will have the Technology Protocol for the Chrome Book One-to-One Implementation for the next Board meeting.

## XVI. ADJOURNMENT

**Motion 6      Motion made to adjourn the meeting at 8:20 P.M.**  
**By: Jeffrey Schwartz**  
**Seconded: Carrie Levy**  
**Carried**



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Clerk of the Arcata School District Board of Trustees

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Date