

ADOPTED

Arcata School District
BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES
Monday, December 11, 2017
1435 BUTTERMILK LANE
ARCATA, CA 95521
(707) 822-0351

BOARD MEMBERS:

- Jeffrey Schwartz, Board President – Present
- Prairie Moore, Board Clerk – Present
- Carrie Kelly – Present
- Suzanne Langford – Present
- Joe McKinzie – Present

Superintendent: Barbara Short

Administration: Victoria Parker, Lynda Yeoman

Others Present: Ann Youmans, Brenda Turner, Brian Lovell, Bryan Little, Cindy Olsen, Colette Aitken, Deb & Greg Ennes, Karissa Kinyon, Jen DaParma, Julia Adams, Liz Jacobson, Nicole Reis, Phil Purcell, Stacey Schaefer, Cassidy Thorpe and family, ...

I. 5:01 PM BOARD OPEN SESSION – Location: Arcata School District Office

I a. Roll Call - Completed

I b. Approval of the Agenda - Completed

Board President Schwartz opened the meeting at 5:01 p.m., completed roll call, and asked for approval of the agenda with one change regarding item XI-b: new Board of Trustees member Joe McKinzie would be sworn in first, followed by the rest of the agenda items in the order listed.

Motion 1: **Motion made to approve the agenda with item XI-b moved to the start of the Regular Meeting Open Session**
 By: Prairie Moore
 Seconded: Suzanne Langford
 Carried unanimously

II. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments on closed session items.

III. 5:02 PM BOARD ENTERED CLOSED SESSION – Location: Arcata School District Office

III a. With regard to every item of business to be discussed in closed session pursuant to § 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

III b. With regard to every item of business to be discussed in closed session pursuant to § 54957:

PUBLIC EMPLOYMENT

Title: Superintendent

III c. With regard to every item of business to be discussed in closed session pursuant to § 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

ADOPTED

Agency Designated Representative: District Superintendent Barbara
Short Employee Organizations: AETA; CSEA

The Board met in closed session from 5:02 to 6:32 pm.

IV. 6:36 P.M. RETURN TO OPEN SESSION – GENERAL SESSION: CALL TO ORDER – Location: SBMS Multipurpose Room

Board President Schwartz announced a change to the agenda: Joe McKinzie would be sworn in first, followed by the rest of the agenda items in the order listed.

V. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

XI. BUSINESS & FINANCE

XI b. Approval: Board Member Appointment

1. Issuance of Oath of Office

Board President Schwartz invited Joe McKinzie to stand and read the Oath of Office aloud to him and the rest of the Board, which Mr. McKinzie did, thus becoming the fifth member of the ASD Board of Trustees. President Schwartz then thanked McKinzie for joining the Board, and announced to the audience that we now have a full Board.

VI. STUDENT RECOGNITIONS

Superintendent Short recognized SBMS Student of the Month Cassidy Thorpe.

VII. SPECIAL RECOGNITIONS

VII a. Community Recognitions: *Tim Oliveira, Sam Moulton*

VII b. District Recognitions: ASD Computer Team: *Greg Ennes, Dave LaBolle*

District 2016-17 CALPADS Team: *Cindy Olsen, Lorelei Mitchell, Barbara Short*

Superintendent Short completed the Community and District Recognitions, and then thanked retiring teacher Stefan Hall for his dedication to education and years of service to the district.

VIII. PUBLIC INPUT – GENERAL

Board President Schwartz reminded attendees that people do not have to sign the Public Comment sign-in sheet in order to speak during the General Public Input section of the agenda. An AES teacher thanked Schwartz for his donation of coins to her class at the start of the year, and expressed support for staff member Peri Escarda. A community member also expressed support for Peri Escarda.

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

IX a. Approval: Minutes - November 13, 2017 - Regular Board Meeting

Minutes - November 15, 2017 - Special Board Meeting

Minutes - November 18, 2017 - Special Board Meeting

IX b. Approval and Adoption: Proclamation: Computer Science Education Week, December 3-9, 2017

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IX c. Approval: Warrants

IX d. Acceptance of Resignations and Retirements:

1. Classified Employees - *English Learner Aide & Speech Therapy Aide*: Peri Escarda

IX e. Approval of Board Policies: AR/BP 1113; BP 4240 4140,4340; AR 6173.1

There was some conversation about Board policies:

- Board member Moore asked if the district was enrolled in California School Board Association's Board policy service. Superintendent Short replied that we are enrolled for the paper versions that have to be downloaded and customized to the district.
- District Business Manager Stacey Schaefer stated that, for online services, the Board needs to sign a contract; only two Board members can enroll (otherwise it will be a public meeting and thus violate the Brown Act). The contract can be an item on the January 2018 agenda. The Board has to do a workshop first before accessing the online services, but there aren't any available until summer/fall 2018.
- Superintendent Short stated that she feels the district is reasonably up to date. There is a binder at the district office with everything since 2015. Not all the policies need to be updated.
- Superintendent Short stated that the goal is to have the online policy service, so anyone anywhere can see our policies.
- Superintendent Short reported that the cost is \$1,500-\$3,000. She has talked to other districts who are happy with the service and consider it money well spent.

There was some conversation about item IX-d, the resignation of Peri Escarda:

- Superintendent Short stated that the Speech Therapy Aide position is not the position being negotiated by AETA; it is the English Language Learner Aide position that is currently being discussed by the union.
- President Schwartz stated that confidentiality is an issue, and that the Board will address this. He could not say anything more due to the need for confidentiality. He said that at some point the Board will coordinate with the union.
- Colette Aitken stated that new work is a new position. This job has to be flown.
- Principal Yeoman stated that whoever fills the position will have to be able to come to SBMS. The person filling this now doesn't service our kids during the school day.
- Superintendent Short added that there are mandatory trainings that this person has to attend at HCOE.
- Board member Langford stated that it would be in the ASD staff's best interest to allow employees to apply to a clean, clear position.

Motion 2: Motion made to approve taking off the resignation of Peri Escarda from the General Function-Consent Items
By: Carrie Kelly
Seconded: Prairie Moore
Carried unanimously

Motion 3: Motion made to approve the General Function-Consent Items
By: Prairie Moore
Seconded: Carrie Kelly
Carried unanimously

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X. INSTRUCTION

X a. Public Input Opportunity – Agenda Section Topic Specific

AES teacher Karissa Kinyon commented on item X-f, TK/Kindergarten policies. She stated that she did not recommend these policies because the teachers still have the same amount of curriculum to get through (in less time).

X b. Highlights of Practice: Extended Programs Enrichment PreK-8: Arts and STEAM

Extended Day and After School Program Director Brian Lovell reported on the PreSchool and After School programs, both of which have become infused with STEAM activities over the past few years. Many of the students' projects turn out as complete failures, but they're learning! Some kids receive services while in After School (such as counseling and speech), which avoids interrupting their daily class schedule.

X c. Proposed HCOE 2018-19 Annual District Calendar

Superintendent Short reported the following:

- This is an HCOE draft calendar, not the district calendar.
- There are a number of districts using this for their school calendar.

X d. Turnaround Arts Grant

Discussion of this item included the following:

- Principal Parker stated that there are some requirements in this grant for the district to fulfill, such as a full-time art teacher. It's a three-year grant cycle, and it looks fabulous. Parker will learn more about the requirements in a webinar on 12/12.
- Superintendent Short stated that Board approval of this item would mean approval of Principal Parker researching this grant more (not the approval of a full-time art teacher). The intent of putting this on the agenda is to decide if this is an opportunity for the district. Board approval would allow Parker to look into it.
- Superintendent Short said that the LCAP is a venue to discuss adding an art teacher.
- Although the grant is for AES, Principal Yeoman pointed out that hiring a full-time teacher impacts more than AES.

Motion 4: Motion made to approve Principal Parker's further investigation into the Turnaround Arts Grant

By: Carrie Kelly

Seconded: Joe McKinzie

Ayes: Carrie Kelly, Joe McKinzie, Jeff Schwartz, Prairie Moore

Opposed: Suzanne Langford

X e. Review/Approve Arcata Elementary School Site Plan

There was no discussion of this item.

Motion 5: Motion made to approve the Arcata Elementary School Site Plan

By: Carrie Kelly

Seconded: Suzanne Langford

Carried unanimously

X f. TK/Kindergarten Policies AR 6112/BP 6170.1 First Reading

Discussion of this item included the following:

- Superintendent Short reported that this is meant to be the Board's first reading of these

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policies. They were included on the agenda because they are new law, downloaded from the California Department of Education website. They are on the table now so people can have discussion. Before this, TK classes had to go as long as Kindergarten classes. Now, you don't have to do this. It opens the door to do different things with your programs if you want to. This is an opportunity to have TK structured differently. This doesn't tell you what you're going to do - it allows us to do different things if we want to.

- Board member Moore stated that from a parent's perspective, a shorter TK would impact a lot of parents. It's a long day for TK, but daycare is expensive.
- Brian Lovell informed the Board that the law says that After School has to open up as soon as any class ends - if TK ended at noon, he'd have kids coming into After School at noon.

XI. BUSINESS & FINANCE

XI a. Public Input Opportunity – Agenda Section Topic Specific

There was no public input on this topic.

XI b. Approval: Board Member Appointment

1. Issuance of Oath of Office

At the start of this meeting, the Board moved this item up in the agenda - see page 2 of this document. New Board of Trustees member Joe McKinzie read the Oath of Office aloud to Board President Schwartz and the rest of the Board at the start of the meeting, becoming the fifth member of the ASD Board of Trustees.

XI c. Annual Board Organizational Meeting

1 a. Election of Officers - Board President

Jeffrey Schwartz was nominated for Board President.

Motion 6: Motion made to approve the nomination of Jeffrey Schwartz as Board President

By: Carrie Kelly

Seconded: Suzanne Langford

Carried unanimously

1 b. Election of Officers - Board Clerk

Prairie Moore was nominated for Board Clerk.

Motion 7: Motion made to approve the nomination of Prairie Moore as Board Clerk

By: Suzanne Langford

Seconded: Carrie Kelly

Carried unanimously

2. Set Meeting Calendar

The Board decided that they would continue holding their Regular Board Meetings on the second Monday of each month (barring a holiday and the month of July) from 6:30 p.m. to 8:30 p.m. at the Sunny Brae Middle School Multipurpose Room.

Motion 8: Motion made to approve holding the ASD Board of Trustees Regular Board Meetings on the second Monday of each month (excluding holidays and the month of July) from 6:30

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pm to 8:30 pm at the Sunny Brae Middle School Multipurpose Room

By: Prairie Moore

Seconded: Carrie Kelly

Carried unanimously

3. Selection of Board Member to County Committee on School District Organization

Joe McKinzie was nominated to serve on the County Committee on School District Organization.

Motion 9: Motion made to approve the nomination of Joe McKinzie to serve on the County Committee on School District Organization

By: Suzanne Langford

Seconded: Prairie Moore

Carried unanimously

XI d. Certification: First Interim Report

Business Manager Stacey Schaefer stated that staff recommends a positive certification for the report. She put together a summary to help the Board understand the highlights of the report, which was included in the Board packet.

Motion 10: Motion made to approve a Positive Certification for the First Interim Report

By: Suzanne Langford

Seconded: Prairie Moore

Carried unanimously

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

Superintendent Short reported the following:

- There will be an LCAP Committee meeting on Tuesday, December 12.
- There will be an LCAP Public Meeting on Thursday, December 14.
- The district office will send a flyer to the school sites about the LCAP Public Meeting.
- The LCAP is on the district website as Part 1 and Part 2; it is such a large document that it wouldn't scan as one document. The documents are posted in two locations: on the Homepage under "Quick Links", and under the Plans & Reports menu bar item under the heading "LCAP".
- The LCAP public meetings were scheduled for both mornings and evenings to best meet the needs of parents.

XI f. District Farmland Lease Renewal (Amount and Term)

Discussion around this item included the following:

- It was pointed out that the date on page 1 of the lease should be changed from 2017 to 2018; the district office will ensure that is done.
- Business Manager Schaefer stated that the lease has a 2-year term, and is good through October 2019. Mr. Tanner's original lease was with a 2-year timeframe, and as a business owner he needs to plan ahead.
- On top of his lease fee, Mr. Tanner will provide \$1,000 worth of vegetables each year.

Motion 11: Motion made to approve the District Farmland Lease Renewal (Amount and Term)

By: Suzanne Langford

Seconded: Prairie Moore

Carried unanimously

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XI g. District Farmland Lease Revenue

There was no discussion of this item.

Motion 12: Motion made to Earmark District Farmland Lease Revenue to the Cafeteria Fund

By: Carrie Kelly

Seconded: Prairie Moore

Carried unanimously

XI h. Discussion: AR/BP 1240 - Volunteer Assistance

Discussion of this item included the following:

- Superintendent Short stated that this policy was passed by the Board in October 2016. Then for this year we created these program policy guidelines. The reason you passed the policy initially was because it provided heightened security for our students. Other districts do this, such as McKinleyville. Although the Board did pass this policy in 2016, the Board can change this policy whenever it chooses to do so.
- The issue around fingerprinting revolves around children viewing people who volunteer regularly in their classroom as safe adults. By that association, when children are off campus they still view school volunteers as safe adults - but if the district never fingerprinted those volunteers we don't really know if those volunteers are safe adults. Since the district implemented this policy, one volunteer was found charged with felony child endangerment and some other charges we would never have known about. (After a discussion with the principal it was decided that this person could continue volunteering.)
- Board member Moore stated that her concern is that the fingerprinting requirement will affect volunteer rates. The difference between Level I and Level II volunteers is being alone with children. The effect on volunteers is financial as well as time consuming. There's also the TB portion. Moore heard that teachers lost a lot of volunteers.
- Board member Langford said that she thinks it is a good policy. If you have time to volunteer, you have time to get fingerprinted. The liability is too high. Perhaps we could do an abbreviated version, and have in different languages.
- Board President Schwartz said that although he thinks it will hurt the number of volunteers, when you balance it with safety it makes sense. He said that Superintendent Short brought up a good point about volunteers off campus being viewed as sanctioned by the district when we don't actually know them.
- Ann Youmans suggested a Volunteer Fair at the start of every school year. Board member Moore said she liked that idea, maybe at Back to School Night.
- Principal Parker suggested that a livescan could be set up by the City of Arcata at a Volunteer Fair.
- Deb Ennes stated that the livescan has two fees: one for whichever business does the fingerprinting, and the second for the Department of Justice.
- Teacher Karissa Kinyon stated that the fee waiver for fingerprinting definitely helped her volunteers.

XI i. Discussion: InterDistrict Transfer Agreement and Process

Board discussion on this item included the following:

- Superintendent Short stated that the documents in the Board packet for this item are for the Board's information. She would like the Board's feedback. Every superintendent is taking this item to their Boards. We do not have the problem some districts have of

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not letting students go to other districts. The issue could be finalized at the superintendents' meeting next Wednesday; in which case, it will be up for a vote on the January agenda.

- Board member Kelly stated that she thinks it's a good compromise the superintendents have come to; "I've seen a lot of other things presented - this is the best compromise I've seen."
- Principal Yeoman stated that from her perspective, it would be very difficult for parents who have kids at Fuente Nueva and Union Street charters to have done all of their shopping and submitted permits by February 1 for the first year of this new permit.
- Superintendent Short stated that priorities are more about students leaving their district. Her biggest concern is that this will enhance enrollment at the charters. Parents will be frustrated with more hoops to jump, and will put their kids in charters.
- Superintendent Short reminded the Board that they don't have to sign the Agreement once it is finalized, though cautioned them to look what happened to Cutten, which was sued by Eureka City Schools for serving ECS students without the permits in place. There is recourse.
- Superintendent Short stated that by January 31 we'll have to have all permits in place. This will be very challenging for this year. The student's district of residence has to release them to attend our district, or we could get sued. The outgoing district doesn't have to approve them leaving, and the incoming school does not have to accept them.
- Board President Schwartz stated, "I think we should be very open about it."
- Principal Yeoman asked, "How will charters inform their parents that permits are needed?" Superintendent Short answered, "That will be up to the districts."

XII. PERSONNEL

XII a. Public Input Opportunity – Agenda Section Topic Specific

There was no public input on this topic.

XII b. Speech Therapy Aide position

Board President Schwartz suggested the Board table this item, as the item was already discussed at the beginning of the meeting and there are issues of confidentiality.

XII c. English Language Learner Aide position

Board President Schwartz suggested the Board table this item, as the item was already discussed at the beginning of the meeting and there are issues of confidentiality.

XIII. BOARD COMMUNICATIONS

XIII a. Public Input Opportunity – Agenda Section Topic Specific

There was no public input on this topic.

XIII b. Letter from Peri Escarda

There was no discussion of this topic.

XIV. BOARD DEVELOPMENT

XIV a. Public Input Opportunity - Agenda Section Topic Specific

There was no public input on this topic.

ADOPTED

XIV b. Report on Governance Team Workshop

There was no discussion of this topic.

XV. LEADERSHIP TEAM REPORTS

XV a. Superintendent's Report with Enrollment Report

XV b. Principals' Reports

Principal Parker reported that AES hired a replacement teacher for Stefan Hall. Three excellent candidates were interviewed, and Carrie Hurst was hired.

XV c. Technology Coordinator Report

XV d. Food Service Director Report

XV e. Charter Schools Directors Reports

XV f. Extended Day Program & Pre-School Report

XV g. Maintenance, Operations, and Transportation Report

XV h. Family Resource Center Director's Report

XV i. AETA Leadership Report

Liz Jacobson reported that AETA goes into negotiations on December 14.

XV j. CSEA Leadership Report

Colette Aitken reported that CSEA Region 14 got the room for their fundraiser supporting the Dorothy Bjork Humanitarian Fund on March 30. She invited the Board to the CSEA holiday party on December 21.

XVI. FUTURE AGENDA ITEMS

Items mentioned included the Board Policy Workshop, School Accountability Report Cards (SARCs), and continued discussion of TK/Kindergarten Board policies AR 6112/BP 6170.1.

XVII. ADJOURNMENT

Motion 13: Motion made to adjourn the meeting at 8:31 p.m.

By: Carrie Kelly

Seconded: Prairie Moore

Carried unanimously



Clerk of the Arcata School District Board of Trustees

1/16/18

Date