



Regular Board Meeting
09/15/2022 06:00 PM
 POPE VALLEY UNION ELEMENTARY SCHOOL
 DISTRICT
 Pope Valley Elementary School
 6200 Pope Valley Road, Pope Valley, CA 94567

Printed : 9/14/2022 1:17 PM PT

Inspiring lives by imparting 21st Century Skills while fostering lifelong learning and respect for all.

I. CALL MEETING TO ORDER

- A. Roll Call
- B. Flag Salute
- C. Agenda Adoption

II. COMMENTS

- A. Comments and petitions from the public on agenda items.
- B. Comments and petitions from the public on items not on the agenda.

III. PUBLIC HEARINGS

- A. Sufficiency of Instructional Materials and Resolution 2023-01

History:

Education Code Section (EC §) 60119(d) states that “a school district that receives funds for instructional materials from any state source is subject to the requirements of this section.” **The code requires the governing board of a school district, or COE, to hold an annual instructional materials public hearing on or before the eighth week of school to determine whether sufficient standards-aligned textbooks and instructional materials exist.**

For 2022-2023, all PVUESD students have access to standards-aligned textbooks and instructional materials in language arts, ELD, math, science, and social studies.

Actions:

Open the Public Hearing for the declaration that PVUESD has sufficient K-8 textbooks and instructional materials for all students.

Review and adopt the Resolution regarding the Sufficiency of Instructional Materials.

IV. ACTION ITEMS - OLD BUSINESS

- A. MOU for NCOE Technology Support and Services

History: Outgoing Superintendent Ken Burkhart recommended that PVUESD contract with NCOE for technology support. In July, NCOE presented initial proposals for 1) immediate tech support needed to start the school year with estimated costs, 2) a model for ongoing tech support provided on an actual cost basis, and 3) recommendations for upgrades to the district’s network infrastructure. At that

meeting the Board indicated an interest in pursuing these ideas further and NCOE agreed to come back with more concrete proposals.

At the September Board meeting, NCOE is presenting a proposed MOU for tech support items 1 and 2 above, covering costs for start of school year activities already completed (\$6,510), and an agreement to provide ongoing support at actual hourly rates plus indirect. This item is presented for action. (Backup will be sent separately.)

In addition, NCOE will present detailed cost estimates for recommended upgrades to PVUESD's network infrastructure, along with options for phasing the work over multiple years. NCOE is willing to act as project managers for these upgrades if needed, for an estimated cost of 10% of the underlying project costs. The Board will be asked to provide guidance to staff on if and how to move forward on the recommended infrastructure upgrades. (Backup will be sent separately.)

The attached items include the **New Network Plan** and the **Cost Breakout Spreadsheets for PVUESD** for the different Phases. The Cost Breakout Spreadsheets include the full costs for materials, labor, and wiring for each Phase (pp. 1-2) and then the **highlighted E-Rate C2 costs** for the associated Phases that can save PVUESD some funds (**see middle column on pp. 3-4**). Some added notations include:

- E-Rate Category 2 is reflected at 85% as specified by the E-Rate consultant.
- An explanation of E-Rate Category 2 is provided in the Network Plan.
- There are text clarifications concerning Phase 0 wiring between the MPOE and TR's MPR and RM3.

To Consider: PVUESD could save funds if we contract for/install the needed wiring (that starts in Phase 1 and moves across the other Phases) all at once. The provider can work with PVUESD to create a payment plan (with no interest charged) that could be less expensive in the long run rather than installing the wiring over several phases/years (see page 3 of New Network Plan document).

Also for consideration: New Phone System (included in the recommendation/quote on page 3 of New Network Plan document).

NCOE recommends PVUESD replace the current VOIP phone system which is currently managed via the Grandstream UCM6102 because the system appears to be near its end of life. A primary indicator of this was that the system was failing so frequently that Ken had installed a timer to automatically restart the phone system to prevent system crashes.

It would be prudent to replace the existing phone system with a cloud-based system like Zoom as it places the onus of uptime on Zoom. Using a cloud-based system eliminates the need for an onsite PBX. All lines and extensions would be managed via the Zoom admin console, which does not require a high level of technical expertise.

Based on the information currently available to NCOE, it appears that the implementation of Zoom could be a cost savings to PVUESD depending upon the number of lines in place and features selected.

Action: Review and discuss NCOE's recommendations and phases for Technology Infrastructure Upgrades and the associated wiring, materials, and labor costs for each of the phases. Decide on and approve the phases PVUESD can commit to over the next couple of years.

V. CONSENT ITEMS FOR APPROVAL

A. Warrants - (August 2022)

Action: Review and approve the Warrants for August 2022.

VI. ACTION ITEMS - NEW BUSINESS

A. Approval of Minutes from August 18, 2022

Action: Review and approve the minutes from the board meeting on Thursday, August 18, 2022

B. Conflict of Interest Bylaw/Code Update and Resolution 2023-03

History:

The Political Reform Act requires every local government agency to **review its conflict of interest code biennially**. No later than October 1 of each even numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. If amendments to an entity's conflict of interest code are necessary, the amended code must be presented to the County Board of Supervisors for approval within 90 days. An entity's amended code is not effective until it has been approved by the Board of Supervisors.

If an entity answers yes to any of the questions below, the agency's code may need to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

Action: Review, discuss, and decide whether PVUESD's Conflict of Interest Bylaw/Code (see attached) needs to be updated.

C. Resolution 2023-02: Approving Changes to the NCSIG Bylaws

History:

The NCSIG Board of Directors passed a proposed change to the NCSIG Bylaws in May 2022 which requires District resolutions of two-thirds of the NCSIG membership. NCSIG is asking Boards of member districts to adopt a resolution that approves the Amendments to the NCSIG Bylaws dated May 26, 2022.

Action: Review and adopt Resolution that approves the changes to the NCSIG Bylaws.

D. 2021-2022 Unaudited Actuals

Action: Discuss and approve adoption of the 2021-2022 Unaudited Actuals as presented by the CBO.

E. Resolution 2023-04: GANN Limit

History:

Since the passage of Proposition 4 (1979), state and local government agencies have been required to calculate their annual "Gann Limit," which is intended to constrain their yearly spending by linking year-to-year changes in expenditures to changes in inflation and population. Education Code Section (EC §) 1629 and EC § 42132 require school district governing boards to adopt a resolution by September 15th identifying the estimated spending limit for the current fiscal year and the actual spending limit for the preceding fiscal year at a regular or special meeting.

The Gann Limit is calculated by multiplying the prior-year limit by the percentage change in average daily attendance and per capita personal income. Through this calculation, the revenue of nearly every district is close to, if not exactly at, its Gann Limit. If, however, a district should find itself over its Gann Limit for any reason, it is required to increase its spending limit to the amount equal to its proceeds of taxes, reducing the state's Gann Limit by an equal dollar amount (see Government Code Section [GC §] 7902.1).

Action: Adopts GANN Resolution 2023-04 by September 15th

F. Agreement with Rural Community Assistance Corporation for a Bottled Water Program

History:

The purpose of the Agreement (attached) is to provide funding and technical assistance for the purchase and delivery of bottled water and to clearly identify the roles, responsibilities, and commitments of RCAC and PVUESD as a program for bottled water, supplies and delivery is implemented.

The aim is to work together to achieve the goals and desired outcomes of the State Water Resources Control Board's (SWRCB) Bottled Water for Schools program initiative, which includes:

1. Establishing and implementing a statewide program for the purchase and delivery of bottled drinking water for Local Educational Agencies (LEAs) serving kindergarten or any of grades 1-12, inclusive, and preschools and child day care facilities, located on public school property statewide.
2. Increase access and consumption of safe drinking water at Pope Valley Elementary School, as evidenced by providing access to five-gallon bottled water dispensers near each eating area for access to all students.

Some of PVUESD's main responsibilities would be to:

1. Work with RCAC and bottled water vendor in identifying appropriate locations for the installation of water dispenser and supplies.
2. Place, at a minimum, one bottled water dispenser near each eating area for all students to access.
3. Ensure that the supplied water is available to all students during school hours.
4. **Remove access to drinking water fountains serving noncompliant water for the duration of bottled water services.**
5. Submit written confirmation or photo documentation to RCAC that drinking water fountains have been removed from service.
6. Work with RCAC to notify the Division of Drinking Water District Engineer or Local Primacy Agency that drinking fountains have been removed from service.

Action: Review the MOU and decide if PVUESD wants to enter into a contract/agreement for these services.

VII. SUPERINTENDENT'S REPORT

A. Counseling Program Report

A total of 24 out of 66 enrolled students returned a signed counseling consent form, including five students between TK-2nd grade.

On 8/26/22, the school's counselor met with 17 out of 19 students between 3rd and 8th grade to complete the self-report questionnaire or Revised Child Anxiety and Depression Scale (RCAD) as 2 students were absent. Psychosocial stressors identified by the school staff include peer-conflict, family dynamics, symptoms of anxiety, and grief. Identified stressors by students include exposure to domestic violence, family dynamics (parental and/or sibling relationships), grief (loss of parent), low-self-esteem, and sleep disturbance. RCAD results indicate that students are experiencing symptoms of separation anxiety; generalized anxiety; panic; social phobia; obsessions/compulsions; and/or depression.

On 9/7/22, the counselor provided more information about the counseling program to PVUESD parents at the September Ice-Cream Social. The counselor and school agreed to notify parents when their child is receiving counseling services (which will resume in January 2023). The counselor and

school agreed to add language about parents' rights regarding the counseling program to the consent forms.

B. Staff Overtime Report 8/11/22-9/10/22

Much of the overtime is due to Yadira Casas having to provide transportation services for a prior PVUESD student to the bus stop in Angwin. This requires her to start her day around 6:45 am and finish around 4:00 pm. This equates to an hour of overtime per day. A new arrangement is for the child's mother to transport the student on Thursdays and Fridays and employ another parent to transport the child on Monday through Wednesday mornings, which just leaves Monday through Wednesday afternoons when we need another driver.

SueVon has accumulated overtime due to needing to keep the office staffed, subbing for the ELOP program, and board meeting support.

C. Accountability Reports

- The Consolidated Application (CONAPP) was submitted to CDE on 8/16/2022.
- The Universal Pre-Kindergarten Survey (as a follow up to our plan adopted in June 2022) was submitted to CDE on 8/26/2022.
- 2021-2022 The Educator Effectiveness Annual Report was submitted to CDE on 8/30/2022.
 - \$3000 (out of \$20,534) was spent on staff professional development in 2021-2022.
- The Local Indicators for the CA School Dashboard were submitted on 9/9/2022.
- The MHSSA Plan was submitted to NCOE on 9/9/2022.

D. Upcoming School Events

September Ice Cream Social and Counseling Q&A - 39 parents and students plus staff attended

- **September 26th** - PVUESD Picture Day - CMYK Photography will take pictures of students, staff, classrooms, whole school, and siblings. Families can order photos online through the company.
- **September 28th** - Parent Teacher Organization Launch Meeting 6:00-7:00 pm
- **September 29th** - Active Threat Response training for staff - 4:00-5:30
- **October** - Nationwide Anti-Bullying Month
- **November 3rd** - Bubble Assembly
- **November 9th and 10th** - Parent-Teacher Conferences
- **November 10th** - Astronomer Night 7:00-8:30

VIII. BOARD REPORT

A. Update on Buses

IX. FUTURE AGENDA TOPICS

- A. Approval of Minutes from September 15, 2022
- B. Updates on Learning Center and Student Progress in Language Arts/Literacy
- C. Quarterly Williams Report
- D. CALPADS Fall Data Collection Information
- E. PVUESD Security Audit Report
- F. Superintendent Goals and Outcomes for School Year

X. CLOSED SESSION

A. Public Employee Appointment/Discipline/Dismissal/Release/Complaint Pursuant to Education Code Sections 3549.1 and 54957.6

B. Teaching/Assistant Principal Position

History: The California Commission on Teaching Credentialing (CTC) recommends that PVUESD's Teaching-Assistant Principal position be combined as one role/description and that the additional stipend amount (\$20,000) be added to a new salary schedule for the role.

Communication from CTC:

If the district wants to create a new position for the Teacher Assistant Principal, as long as the employee is performing credible service for the school district, the position meets the minimum requirements with the California Teaching Commission, are performing creditable service activity pursuant to EDC 22119.5(b)(1) through (b)(9), and the employee is paid in accordance with a publicly available written document, it may be considered as creditable. If the district decides on this option, they can supply the documentation, including the publicly written contractual agreement, for our review if needed for assistance.

Action: approve the updated Teaching/Assistant Principal Job Description and the updated Salary Schedule.

C. Salary Schedules for Class 5

History: Changed the titles for PVUESD Office roles to: Administrative Specialist: Executive and Fiscal Processes and Administrative Specialist: Enrollment, HR, and Communication.

Actions: Review and approve the Salary Schedule for Class 5 Positions and the placement of Yadira Casas and SueVon Daniels on the Class 5 Schedule. Review and approve the updated job descriptions for the Administrative Specialists.

XI. ADJOURNMENT