

LA HONDA-PESCADERO UNIFIED SCHOOL DISTRICT

360 Butano Cut Off  
Pescadero, California 94060

BOARD OF TRUSTEES  
REGULAR MEETING  
District Board Room  
Thursday, June 22, 2017

MINUTES

1. CALL TO ORDER 6:00

*The meeting was called to order by President Andy Wilson at 6:02 pm.  
Trustee Cindy Hayes absent*

2. ADJOURN TO CLOSED SESSION

- a. Personnel
  - 1. Hiring of classified personnel
  - 2. Hiring of certificated personnel
  - 3. Resignation of classified personnel
  - 4. Resignation of certificated personnel
- b. Discussion of collective bargaining
  - 1. CSEA
  - 2. CTA

3. RECONVENE TO OPEN SESSION 7:00

*The meeting was reconvened to open session at 7:00 pm*

- a. Pledge of Allegiance

4. REPORT ON ACTION TAKEN IN CLOSED SESSION

*The Board President will report on the action, if any, taken by the Board during Closed Session  
President Wilson reported that in closed session the board accepted the hiring of a temporary  
classified employee, Teresa Phipps, certificated hire of Brett Miller at LHE for 4<sup>th</sup>/5<sup>th</sup> grade, the board  
also accepted the retirement of classified staff member, Socorro Brown, effective December 31<sup>st</sup> and  
the resignation of certificated personnel Jennifer Bird.*

5. CHANGES TO THE ORDER OF THE AGENDA

*Changes move principal reports up after consent calendar*

6. COMMUNICATIONS FROM THE PUBLIC

- a. Written correspondence received by the Board or Superintendent
- b. Open Forum: *Persons wishing to address the Board on an item that is not on the agenda may do so during Open Forum. To be recognized, fill out a speaker card completely and give it to the Board Clerk. Board agendas are full and presentations in Open Forum are limited to a maximum of three minutes. Board members are legally prohibited from discussing items presented in Open Forum*

*Randy Vail, there was a question from Cuesta Guild (Garrett Morris) regarding water.  
Randy Vail, regarding interdistrict transfers, electives, Mission/Vision statement.*

7. PUENTE REPORT

*Written and/or oral monthly update of activities and programs*

*Rita Mancera reported on Puente's activities and programs*

*For more information and updates on how you can get involved please visit the Puente website at*

*[www.puentedelacostasur.org](http://www.puentedelacostasur.org)*

8. **CONSENT CALENDAR**

*All items on the consent calendar will be approved with one motion that is not debatable and requires a unanimous vote for passage. If a Board Member or the Superintendent requests that an item be removed, or a member of the public wishes to speak on an item, the item will be removed from this section and placed in the regular order of business.*

- a. Approve report on Williams Uniform Complaints for the quarter April – June 2017
- b. Accept a grant from the Silicon Valley Community Foundation in the amount of \$97,127.00 to provide support to close the middle school achievement gap in mathematics.
- c. Accept donation of redwood mulch from The Soil Farm/Rice Trucking valued at \$293.63 to support the Pescadero Elementary School garden.
- d. Accept donation of redwood posts from Big Creek Lumber valued at \$405.63 to support the Pescadero Elementary School garden.
- e. Approve Memorandum of Understanding with the San Mateo County Office of Education for the San Mateo County Teacher Induction Services in the amount of \$2500 per eligible teacher.
- f. Approve the 2017-2018 appointments of district staff as CIF representatives of the school's league section and state governance bodies.

***Mary Windram made a motion to approve the consent calendar as presented***

***Lynne Bowman seconded the motion***

***Motion passed 4-0 (Clndy Hayes absent)***

9. **DISTRICT REPORTS**

- a. Director of Facilities Report
  1. LHE Bond Project

***Facilities Director, Andy LaGow introduced Todd Lee, Greystone. He talked about timeline, board approved budget and changes. Projecting completing to be just before winter break but could be impacted by permits and back check. The bidding market is busy, once summer is over feels things will slow down and play to the districts favor.***

- b. Superintendent's report
  1. District Vision and Mission Statements

***Superintendent Wooliever reported that she has reached out to two consultants to work with the district for district vision and mission statements. Hoping to bring a draft for input to the August meeting.***

- c. Principal's Report

***Melissa Morris, Youth Food Alliance, reporting on the Childhood Obesity Conference in San Diego. Three of LHPUSD's high school Youth Advisory Students were invited to attend and present along with 30 students around the Country most were from California.***

***Erica Hayes was not at the last board meeting and wanted to touch on some LCAP questions that came up at that meeting.***

10. **PUBLIC HEARING**

- a. Public hearing and sunshine on the initial proposal from the California School Employees Association Chapter #387 (CSEA) to the La Honda-Pescadero Unified School District.

***Board President Wilson opened a Public Hearing to allow staff and members of the community to comment on the initial proposal from the California School Employees Association (CSEA) to LHPUSD***  
***Randy Vail asked if the proposal was a "me too" clause***  
***Superintendent Wooliever confirmed it was***

***No further comments  
Public hearing closed.***

- b. Public hearing and sunshine on the initial proposals from the La Honda-Pescadero Unified School District to CSEA Chapter #387.

***President Wilson opened a Public Hearing to allow staff and members of the community to comment on the initial proposal from the La Honda Pescadero USD to CSEA***

***No comments***

***President Wilson closed the public hearing.***

**11. BOARD DISCUSSION AND/OR ACTION**

- a. Consider adoption of the Local Accountability Plan (LCAP) for LCAP Year 2017-2018.

***Lynne Bowman made a motion to adopt the LCAP for 2017-2018.***

***Connie Sarabia seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- b. Consider adoption of the 2017-2018 District Budget.

***Connie Sarabia made a motion to adopt the 2017-2018 District Budget.***

***Lynne Bowman seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- c. Consider approval of Single Plan for Student Achievement for Pescadero High School.

***Lynne Bowman made a motion to approve SPSA for PHS***

***Mary Windram seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- d. Consider approval of Single Plan for Student Achievement for Pescadero Elementary and Middle School.

***Mary Windram made a motion to approve the SPSA for Pescadero Elementary and Pescadero Middle Schools***

***Lynne Bowman seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- e. Consider approval of Single Plan for Student Achievement for La Honda Elementary School.

***Connie Sarabia made a motion to approve the SPSA for La Honda Elementary school***

***Mary Windram seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- f. Consider approval of extension of the contract for superintendent for 2017-2020.

***Lynne Bowman made a motion to approve the extension of the contract for the superintendent for 2017-2020***

***Connie Sarabia seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- g. Consider approval of Preschool program fees for 2017-2018 for La Honda and Pescadero Elementary Schools.

***Lynne Bowman made a motion to approve 2017-18 program fees.***

***Mary Windram seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- h. Consider approval of the 2016-2017 Preschool Program Self Evaluation for the Pescadero and La Honda Preschool programs.

***Connie Sarabia made a motion to approve the 2016-2017 Preschool Program Self Evaluation for the Pescadero and La Honda Preschool programs.***

***Lynne Bowman seconded the motion***

***Motion passed 4-0 (Cindy Hayes absent)***

- i. Consider approval of Resolution No. 16-17-20 approving change to SELPA to add LEA Member-Kipp Valiant Community Prep.

***Lynne Bowman made a motion to approve Resolution number 16-17-20 approving change to SELPA to add LEA Member-Kipp Valiant Community Prep.***

***Mary Windram seconded the motion***

***Roll Call:***

***Lynne Bowman - aye***

***Mary Windram - aye***

***Connie Sarabia - aye***

***Cindy Hayes - absent***

***Andy Wilson - aye***

***Motion passed 4-0 (Cindy Hayes absent)***

**12. COMMITTEE REPORTS**

- a. Parcel Tax Oversight Committee
- b. Bond Oversight Committee
- c. POST Committee

***No reports***

**13. INFORMATION ITEMS**

***The following items are included in the Board packet as informational items only. They are not scheduled for discussion unless requested by a Board member or the Superintendent.***

- a. Monthly attendance report for June 2017

**14. COMMENTS OF THE BOARD AND SUPERINTENDENT**

***Board members and Superintendent may comment on the Board meeting and other topics of interest***  
***Superintendent Wooliever thanked the Principals***

**15. FUTURE AGENDA ITEMS**

- a. Approve minutes of the Regular Board Meeting of May 11, 2017
- b. Approve minutes of the Regular Board Meeting of June 15, 2017
- c. Consider approval of Resolution for the OPSC modernization
- d. Food Alliance
- e. Approve agreement for specialized services with Anne DeJarnatt to provide services as a district nurse in the amount not to exceed \$
- f. Approve agreement for specialized services with Dorothy Maurer to provide services as a district nurse in the amount not to exceed \$
- g. Approve agreement for specialized services with Diann Kelly to provide Speech and Language Instruction for students with an IEP in the amount not to exceed \$ (90 days @ 7.5 hours @\$ /hour)
- h. Approve agreement for specialized services for Coastside Pediatric Therapy Center,
- i. Maureen Barton to provide occupational therapy services

***Discussion of what electives we have available to students***

16. **ADJOURNMENT**

The next regular meeting of the Board of Trustees is scheduled for **Thursday, August 24, 2017** at 6:00 pm at LHPUSD District office

*Connie Sarabia made a motion to adjourn the meeting*

*Lynne Bowman seconded the motion*

*Motion passed 4-0 (Cindy Hayes absent)*

*Meeting adjourned at 8:45pm*

**PUBLIC NOTICE: Openings on Bond Oversight Committee**

The Governing Board is seeking volunteers willing to serve the school district as a member of the Bond Oversight Committee.

For more information, please contact the District Office at 879-0286.

**PUBLIC NOTICE: Openings on Parcel Tax Oversight Committee**

The Governing Board is seeking volunteers willing to serve the school district as a member of the Parcel Tax Oversight Committee.

For more information, please contact the District Office at 879-0286.

*Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Superintendent at least ten (10) working days before the meeting at 650-879-0286 or FAX 650-879-0816. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*

**LaHonda Modular Classroom Addition  
6.22.17**

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	🚧	DSA Stamp Out	5 days	Mon 7/10/17	Fri 7/14/17	
2	🚧	Upload Stamped Drawings	5 days	Mon 7/17/17	Fri 7/21/17	1
3	🚧	First Advertisement	1 day	Wed 7/19/17	Wed 7/19/17	
4	🚧	Second Advertisement	1 day	Wed 7/26/17	Wed 7/26/17	
5	🚧	Job Walk	1 day	Wed 8/2/17	Wed 8/2/17	
6	🚧	Open Bids	1 day	Thu 8/17/17	Thu 8/17/17	
7	🚧	Award Contract	1 day	Thu 8/24/17	Thu 8/24/17	
8	🚧	Bonds and Insurance	7 days	Fri 8/25/17	Mon 9/4/17	7
9	🚧	Legal Review	3 days	Tue 9/5/17	Thu 9/7/17	8
10	🚧	Notice to Proceed	1 day	Fri 9/8/17	Fri 9/8/17	9
11	🚧	Mobilization	1 day	Mon 9/11/17	Mon 9/11/17	10
12	🚧	Demo / Clear & Grub	2 days	Tue 9/12/17	Wed 9/13/17	11
13	🚧	Staking	1 day	Thu 9/14/17	Thu 9/14/17	12
14	🚧	Rough Grade	2 days	Thu 9/14/17	Fri 9/15/17	13SS
15	🚧	Over Excavate Pads	4 days	Mon 9/18/17	Thu 9/21/17	14
16	🚧	Import Fill	5 days	Fri 9/22/17	Thu 9/28/17	15
17	🚧	Fine Grade Pads	3 days	Fri 9/29/17	Tue 10/3/17	16
18	🚧	Under Drains	3 days	Wed 10/4/17	Fri 10/6/17	17
19	🚧	Footings	10 days	Mon 10/9/17	Fri 10/20/17	18
20	🚧	Sewer & Water	10 days	Mon 10/9/17	Fri 10/20/17	18
21	🚧	Site Electrical	10 days	Mon 10/9/17	Fri 10/20/17	18
22	🚧	Set Buildings	15 days	Mon 10/23/17	Fri 11/10/17	19
23	🚧	Electrical Connections	20 days	Mon 10/30/17	Fri 11/24/17	22SS+5 days
24	🚧	Piped Utility Connections	5 days	Wed 10/25/17	Tue 10/31/17	22SS+2 days
25	🚧	Backfill Footings	2 days	Wed 11/1/17	Thu 11/2/17	24
26	🚧	Fine Grade Site	5 days	Fri 11/3/17	Thu 11/9/17	25
27	🚧	Site Concrete	10 days	Fri 11/10/17	Thu 11/23/17	26
28	🚧	Rock & Pave	5 days	Fri 11/24/17	Thu 11/30/17	27
29	🚧	Slurry & Stripe	3 days	Fri 12/1/17	Tue 12/5/17	28
30	🚧	Site Furnishings	5 days	Wed 12/6/17	Tue 12/12/17	29
31	🚧	Building Start-up	5 days	Mon 11/27/17	Fri 12/1/17	23
32	🚧	Punch / Test / Sell	15 days	Mon 12/4/17	Fri 12/22/17	31

**LCAP Advisory Meeting  
June 9, 2017  
Goals, Actions and Services 2017-2018**

**2017-2018 Goal #1**

Ensure all school sites have safe, welcoming and inclusive learning environments with family engagement supports, a focus on equity and high expectations for all students.

**Proposed Actions:**

**Provide outreach to parents to strengthen school and family connections.**

- Maintain Community Liaison position to provide targeted outreach to parents of English Learners, low-income pupils, RFEPs and caregivers of Foster Youth to participate in parent involvement activities, provide translation and regular phone calls.
- Maintain Community Engagement Coordinator at a reduced FTE of .6 to coordinate community-based activities to support unduplicated pupils and their families. (MODIFIED)
- Conduct home visits with families of focal students to support the home to school connection.
- Maintain and update Parent Portal for home-school web-based communication regarding school events, homework assignments and grades. Target families of unduplicated pupils and show them how to download the parent portal app during Back to School Nights, home visits, parent literacy nights. Begin development of new website.

**Provide targeted parent education and workshops with an emphasis on school readiness, early literacy skills, ages and stages and avenues for parent advocacy.**

- 1.5 Support implementation of evidence-based family engagement practice Abriendo Puertas for 0-3 year olds. Abriendo Puertas' 10 sessions support parents with an emphasis on school readiness, parent advocacy and a deepened understanding of the American school system. <http://ap-od.org/>
- 1.6 Provide 5 sessions of Raising a Reader + Family Nights workshops, an evidence-based practice for strengthening family outcomes, to all parents of PreK-3rd grade parents. RaR+FN utilizes a book bag program to increase access to literacy in the home and encourage regular habits of reading in the home by combining high quality parent education (5 sessions) with book bags with books which change weekly that students bring home to read with their family.
- 1.7 Provide coordinated parent support for parents of 6th-12th grade children in the topic areas of Common Core, a-g requirements, transcripts, adolescence and school climate. (NEW)

**Support families and students early in developing positive school-related habits to build home to school connection and support positive academic outcomes in later years.**

- 1.8 Build on the learnings of the Harvard Attendance Project and implement "In Class Today," a program that encourages positive attendance habits through parent notifications and suggestions for increasing attendance. (NEW)
- 1.9 Maintain expanded income eligibility through The Big Lift to increase participation in preschool to ensure that all students get a strong start. Maintain full-day preschool in Pescadero and La Honda at 230 days.

**Provide access to clean, safe facilities.**

- 1.10 Monitor custodial practices and FIT ratings and complete needed repairs in a timely manner.
- 1.11 Implement custodial handbook to align expectations from school to school. (NEW)
- 1.12 Maintain 3 year facilities plan with yearly review

**Provide structures for a safe and inclusive learning environment.**

- 1.13 Continue Solution Teams and culturally-relevant restorative justice practices at a school-wide and classroom level. Train teachers in No Bully to deepen work.
- 1.14 Provide parent workshop in Solution Teams and Restorative Justice alternatives to suspension and school discipline. Present suspension and referral data by student sub group populations.
- 1.15 Continue implementation of Toolbox curriculum at Pescadero Elementary School to provide students with positive and proactive strategies to build school community.
- 1.16 Conduct an all-staff training with newly developed discipline forms (think sheets, referrals) to ensure consistent expectations and practices throughout the district. (NEW)
- 1.17 Provide opportunities for team-building both at the staff and student level to strengthen school connectedness and belongingness (School gear, team activities, intramural sports at elementary) (NEW)
- 1.18 Complete staff-wide study and review of the 2016 CHKS results and develop action plan and best practices to improve school connectedness.

**2017-2018 Goal #2**

Provide high quality classroom instruction and curriculum promoting college and career readiness, aligned with state and required courses of study, with inclusive academic interventions in place to eliminate barriers to student success.

**Proposed Actions:**

- 2.1 Provide Base Academic Program
- 2.2 Pilot Integrated ELD component, developed in 2016-17, aligned with Teacher's College Reading and Writing Workshop model. NEW
- 2.3 Provide ELD Support and Reading Intervention through specialized ELD instruction for English Learners. ELD Specialist support at 1.02 FTE.

**Academic Intervention Support**



- 2.4 Maintain Summer learning opportunities for PreK-8 students through intensive summer programming (BLIS, Panther Camp).
- 2.5 Academic interventions, tutoring and homework support in Math, Language, Reading through before and after-school interventions.
- 2.6 Maintain Summer learning opportunities for PHS students to recover credits or repair grades to stay on track to graduate, increase graduation rates by reducing dropout rate and successfully complete a-g course of study (2017)
- 2.7 Increased Learning Time to support middle school math students who are below proficiency.
- Jose Valdes Math Institute- 7 weeks in June-Aug 2017
- 2.8 Adaptive online curriculum will be used for students to fill in learning gaps and receive additional instructional scaffolding. (Compass Learning, Raz Kids, Dreambox Learning)- Modified
- 2.9 Maintain one teacher over the ratio to maintain smaller than district average class sizes at Pescadero Elementary.

**Curriculum Alignment**

- 2.10 Committee formed to review ELA and Math curriculum for alignment to CCSS. (NEW)
- 2.11 Seek Board adoption of core literature list at PMS and PHS to align with California State Standards.
- 2.12 Review and update all Courses of Study at PHS to ensure alignment to a-g coursework. (WASC recommendation)

**Course Access**

- 2.13 Provide bilingual academic guidance to support student access to a full course of study, advanced/AP coursework and increase college access to English Learners and students in poverty.
- 2.14 Committee-wide study of the impact of the Block Schedule and whether a different style of schedule could allow more course access, academic interventions and choice. NEW

**2017-2018 Goal #3**

Improve learning for all students by employing and retaining highly skilled teachers and staff confident and proficient in teaching a culturally and linguistically diverse student body.

**Proposed Actions**

**Staff Preparation and Support**

- 3.1 Ensure 100% compliance with NCLB Highly Qualified Teacher requirements and proper placements for all teachers according to credentials.

- 3.2 Provide regular structured collaboration time to support Teacher's College Units of Study in Reading and Writing and other curriculum needs during early-out Wednesdays.
- 3.3. Provide new teachers with BTSA support. (In Base Program Costs)
- 3.4 Provide Teacher's College professional development for K-8 teachers. Provide School Sites with Discretionary funds for professional development opportunities.
- 3.5 Provide professional development opportunities for instructional classified staff. (NEW)

**Teacher Preparation and Support**

- 3.6 Provide Co-Teaching and Instructional Coaching in Math, ELA and ELD.
- 3.7 Continue dual language training to new teachers to support a strong literacy base in the early years in both the home language and English; and introduce strategies to strengthen culturally meaningful family-teacher partnerships.
- 3.8 Research and utilize strategies with an emphasis on academic English vocabulary development to implement the NGSS.
- 3.9 Maintain teacher preparation time per CTA contract to implement California State Standards, integrated ELD and support teachers at school with the highest unduplicated count.
- 3.10 Provide teacher over the ratio at La Honda Elementary to support small group learning, teacher preparation time and support combination class structure.

Changes to the LCAP since previous version:

Page 4: Greatest Need

Feedback: Greatest need section not expansive.

Comment: Identified Needs are listed in the Goals/Actions and Services with great detail and the data that supports the identified need.

Added explanation as follows:

Additional areas and information regarding need areas are included in the "Identified Need" section of the Goals/Actions and Services prior to each planned actions and services area.

Page 6: Budget Summary

Feedback: Need to define the term "locally defined" as parcel tax expenditures. (SMCOE)

Comment: Added line- Expenditures included in the LCAP Goals/Actions/Services include services funded by the parcel tax and defined in this section as "locally defined".

Page 17: Goals/Actions / Services

Feedback: Base program cost is last year's costs. (SMCOE)

Comment: Changed to \$4,323,275

1) electives

2) Communication

3) After-school

4) Prep time

5) Field trips & events

6) Sports

Page 21: G/A/S

Feedback: Missing Object Codes (SMCOE)

Comment: Added object codes

Typos

Page 19: G/A/S

Page 30: G/A/S

Page 33: G/A/S

Page 58 and 59: G/A/S

Base program expenditures format revised to be sorted by object code rather than source.