

## WILLITS UNIFIED SCHOOL DISTRICT

A Regular Meeting of the Willits Unified School District Board of Education will be held on Wednesday, June 09, 2021. The Board of Education will call the meeting to order at **4 p.m.** at which time the Board of Education will move to Closed Session regarding the items listed under Closed Session. The public meeting will reconvene at **5:00 p.m.**

Willits High School Media Center  
299 N Main St.  
Willits, CA 95490

**FOR BOARD MEMBERS ONLY.**

Audience will be via Zoom:

<https://us02web.zoom.us/j/86738345614?pwd=UWRHTmpsWXorYnY5VjFvR2FITit4dz09>

You may also view the recorded meetings at: <https://www.youtube.com/channel/UCm14iSqMtl-7TKLnLP5NkFQ>

### **MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, June 9, 2021, will be in a virtual/teleconferencing environment using Zoom at this link:

<https://us02web.zoom.us/j/86738345614?pwd=UWRHTmpsWXorYnY5VjFvR2FITit4dz09>

The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Governor's executive order on March 12, 2020, already waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The February 10<sup>th</sup> agenda contains only routine and time-sensitive items.

*Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.*

#### Agenda-REVISED

1. Call Meeting to Order
2. Agenda Approval
3. Public Comments on Closed Session Items
4. Recess to Closed Session
  - A. Consideration of Stipulated Agreement, Case Number 2020/21-1 (G.C. 54957)
  - B. Approval of Inter-District Transfers (*E.C. 35146*)
5. Reconvene to Open Session
6. Flag Salute
7. Report out of Closed Session
8. WTA Comments
9. CSEA Comments
10. Board Comments
11. Superintendent Comments
12. Action/Discussion
  - A. Public Comments on the Consent Agenda
  - B. Consent Agenda
    - 1) \*Approval of Minutes from the Regular Meeting Held on May 12, 2021
    - 2) \*Approval of Minutes from the Special Meeting Held on May 17, 2021
    - 3) \*Approval of Minutes from the Special Meeting Held on May 26, 2021
    - 4) \*Approval of Employee Status Changes (7)
    - 5) \*Approval of Warrant Registers from May 1, 2021-May 31, 2021
    - 6) \*Approval 2021/2022 Perkins Application
    - 7) \*Approval of Agriculture Vocational Education Incentive Grant
    - 8) \*Approval of Designation of CIF representative to the League

**C. PUBLIC HEARING-** 5:15 p.m. 2021/22 Local Control Accountability Plan

The Board of Trustees of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the 21/22 LCAP. The board welcomes public input.

**D. PUBLIC HEARING-** 5:20 p.m. 2021/22 Budget

The Board of Trustees of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the 21/22 Budget. The board welcomes public input.

- E. \*Approval of Resolution 2020/21-13; Elementary Assignments in 2021/2022
- F. \*Approval of the 2021/2022 Declaration of Need for Fully Qualified Educators
- G. \*Approval of the 2021/2022 Annual Statement of Need 30 Day Substitutes

- H. \*Approval of Employment Agreement for District Superintendent, 3 Year Contract
- I. \*Acknowledgement of 1<sup>st</sup> Read, BP 3100 Budget
- 13. Public Comments for Items Not on the Agenda
- 14. Items for the Next Regular Board Agenda
- 15. Adjournment

Willits Unified School District staff and students, in partnership with parents and community members, provide a challenging, caring and safe educational environment, which prepares students to be positive members of the community, effective communicators, problem solvers, and lifelong learners.

*Notice: Willits Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 459-5314. All efforts will be made for reasonable accommodations.*

**BOARD MEETINGS ARE RECORDED AND WILL BE AVAILABLE FOR VIEWING AT: [www.willitsunified.com](http://www.willitsunified.com). For technical assistance, please contact Jennifer Maples (707) 459-5314 ext. 1105**

**WILLITS UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**Regular Meeting**

A regular meeting of the Willits Unified School District Board of Education will be held on **Wednesday, June 9, 2021**. The Board of Education will call the meeting to order at 4 p.m. via Zoom, at which time the Board of Education will move to Closed Session regarding the items listed under Closed Session. The public meeting will reconvene at 5:00 p.m. via Zoom: <https://us04web.zoom.us/j/9782489039?pwd=V0U2cUtHZUMzQk5xR3d5Vy9wT1JkZz09>

You may also view the meeting at: <https://www.youtube.com/channel/UCm14iSqMtl-7TKLnLP5NkFQ>

*Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.*

**Agenda Analysis-REVISED**

1. Call Meeting to Order
2. Agenda Approval
3. Public Comments on Closed Session Items
4. Recess to Closed Session
  - A. Consideration of Stipulated Agreement, Case Number 2020/21-1 (G.C. 54957)
  - B. Approval of Inter-District Transfers (*E.C. 35146*)
5. Reconvene to Open Session
6. Flag Salute
7. Report out of Closed Session
8. WTA Comments
9. CSEA Comments
10. Board Comments
11. Superintendent Comments
12. Action/Discussion
  - A. Public Comments on the Consent Agenda
  - B. Consent Agenda
    - 1) \*Approval of Minutes from the Regular Meeting Held on May 12, 2021

Recommendation: Administration recommends approval of the Minutes from the Regular Meeting Held on May 12, 2021.

Attachments: Yes

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- 2) \*Approval of Minutes from the Special Meeting Held on May 17, 2021

Recommendation: Administration recommends approval of the Minutes from the Special Meeting Held on May 17, 2021.

Attachments: Yes

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- 3) \*Approval of Minutes from the Special Meeting Held on May 26, 2021

Recommendation: Administration recommends approval of the Minutes from the Special Meeting Held on May 26, 2021.

Attachments: Yes

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- 4) \*Approval of Employee Status Changes (7)

Background: Classified Resignation: Sarah Davis, .65 FTE, Instructional Assistant, Sherwood School, 06/11/2021. Sarah Davis, .25 FTE, Instructional Assistant, Sherwood School, 06/11/2021.

Classified New Hire: Michael Butler, 1.0 FTE, Night Custodian, Baechtel Grove Middle School/Brookside Elementary School, 04/30/2021.

Certificated Resignation: Allison Hanson, 1.0 FTE, Teacher, Blosser Lane Elementary School, 06/14/2021. Brandon Norbury, 1.0 FTE, Teacher, Willits High School, 06/14/2021. Jennifer Valenzuela Watkins, 1.0 FTE, Teacher, Blosser Lane Elementary School, 06/14/2021. Lori Moore, 1.0 FTE, Teacher, Willits High School, 06/14/2021.

Recommendation: Administration recommends the approval of the Employee Status changes as presented.

Attachments: Yes

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- 5) \*Warrant Registers from May 1, 2021- May 31, 2021

Recommendation: Administration recommends the approval of Warrant Registers from May 1, 2021-May 31, 2021.

Attachments: Yes

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- 6) \*Approval of 2021/2022 Carl Perkins Application

Background: Willits Unified School District must submit an annual application for CTE Carl Perkins Funds. The annual application is based upon the CTE Carl Perkins five-year plan submitted to CDE three years ago. This year's grant continues to fund agriculture, wood/construction and health related programs.

Recommendation: Administration recommends approval of the 2021/2022 Perkins Applications as presented.

Attachments: Yes

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7) \*Approval of Agriculture Vocational Education Incentive Grant

Background: CDE requires the district to submit the Agricultural Incentive Grant annually. The Board must approve this grant application to secure funding.

Recommendation: Administration recommends approval of the Agriculture Vocational Education Incentive Grant as presented.

Attachments: Yes

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8) \*Designation of CIF Representative to the League

Background: The District annually approves the designation of a required CIF representative. CIF is the governing body for high school athletics in California. Each participating high school must have at least one designated representative to conduct official business with CIF.

Recommendation: Administration recommends approval of the Designation of the CIF Representative to the League as presented.

Attachments: Yes

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C. \*PUBLIC HEARING- 5:15 p.m. Local Control Accountability Plan

The Board of Trustees of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the LCAP. The board welcomes public input.

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D. \*PUBLIC HEARING- 5:20 p.m. 21/22 Budget

The Board of Trustees of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the 2021/2022 Budget. The board welcomes public input.

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E. \*Approval of Resolution 2020/21-13; Elementary Assignments in 2021/2022

Background: Education Code 44256 (b) allows the governing board of a school district by resolution to authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of pupils below grade 9, provide that the teacher has completed at least 12 semester units, or six upper division or graduate units, of course work at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.

Recommendation: Administration recommends the approval of Resolution Number 2020/21-13 for Elementary K-8 Assignments in 2021/2022

Attachments: Yes

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F. \*Approval of the 2021/2022 Declaration of Need for Fully Qualified Educators

Background: The California Commission on Teacher Credentialing requires the Declaration of Need for Fully Qualified Educators to be updated and approved by the Board as an action item on an annual basis. This is working document that may be revised throughout the year as staffing needs arise.

Recommendation: Administration recommends the approval of the 2021/2022 Declaration of Need for Fully Qualified Educators

Attachments: Yes

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G. \*Approval of the 2021/2022 Annual Statement of Need 30 Day Substitutes

Background: The California Commission on Teacher Credentialing requires the Annual Statement of Need 30 Day Substitutes to be updated and approved by the Board on an annual basis.

Recommendation: Administration recommends the approval of the revised 2021/2022 Annual Statement of Need 30 Day Substitutes.

Attachments: Yes

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H. \*Approval of Employment Agreement for District Superintendent, 3 Year Contract

Background: Community and Board interviews were held in May 2021 with all eligible candidates. The Board has extended an offer of employment to Joe Aldridge to fill the position of Superintendent effective July 1, 2021. The contract is valid through 6/30/2024.

Recommendation: Administration recommends the approval of the Employment Agreement for District Superintendent as presented.

Attachments: Yes

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I. \* Acknowledgement of 1<sup>st</sup> Read, BP 3100 Budget

Background: Current board policy does not set a specific reserve level. The proposed policy revision sets the reserve level and adds language for the board to establish a plan to restore the reserve if it should fall below the threshold.

Adequate reserves allow a district to better weather economic downturns by allowing sufficient time to align expenditures with revenues and creates a safe cash flow position. During difficult budget years the State may choose to

defer cash payments to districts. Districts without sufficient cash on hand must then borrow cash at an additional expense in order to meet obligations such as payroll and utility payments.

Recommendation: First reading, no action necessary

Attachments: Yes

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13. Public Comments for Items Not on the Agenda

This is an opportunity for citizens to address the School Board on any item that is not on the agenda and other school related matters, or suggest topics for future agendas. Because concerns expressed are not agendaized for tonight, the Board cannot take action on items introduced under the Public Comments Sections, per state law. The Board President may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, service, acts, or omissions (Government Code §54954.3). In addition, the Board may not prohibit public criticism of district employees. Please note: it is requested that statements critical of personnel or students, or specific actions of personnel or students, be made in accordance with Board Policy 1312.1.

Members of the public are asked to check with the Superintendent, Board President, or Clerk of the board regarding the District Complaint Procedure prior to making statements referring to personnel or students. Employees of the district who wish to make statements related to contractual issues need to file the appropriate grievance procedure statements. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

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14. Items for the Next Regular Board Agenda

Background: The board has asked that this item be a standing agenda item for all regular meetings. This will give the board an opportunity to publicly add items to the agenda

Recommendation: Await further direction from the Board

Attachments: No

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15. Adjournment

*Agenda Packet & Supporting Documents Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Willits Unified School District- Reception Desk, located at 1277 Blosser Lane, Willits, CA. For more information please call (707) 459-5314. \*Items so marked have supporting documents which have been distributed to the Board of Education. An extra copy is available upon request. ADA Compliance Notice: Willits Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 459-5314. All efforts will be made for reasonable accommodations.*

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WILLITS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Via Zoom: <https://us04web.zoom.us/j/9782489039?pwd=V0U2cUtHZUMzQk5xR3d5Vy9wT1JkZz09>

Wednesday, May 12, 2021

Closed Session - 1:00 p.m.

Open Session -5:00 p.m.

**MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, May 12, 2021, at 1:00 p.m. will be in a virtual/teleconferencing environment using Zoom at this link: <https://us04web.zoom.us/j/9782489039?pwd=V0U2cUtHZUMzQk5xR3d5Vy9wT1JkZz09>

The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Governor's executive order on March 12, 2020, already waived the requirement for a majority of board members to physically participate in a public board meeting at the same location.

*Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.*

**MINUTES**

1. Call Meeting to Order

Board President Bowlds called the meeting to order at 2:30 p.m., delay in start time, one candidate declined to interview.

2. Agenda Approval

MSP (Chavez/King) to approve the agenda as presented

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

3. Public Comments on Closed Session

Items No comments received

4. Recess to Closed Session at 2:31 p.m.

A. Public Employee Superintendent: Interviews (G.C. 54957)

5. Reconvene to Open Session at 5:15p.m.

6. Report Out of Closed Session

A. Public Employee-Discipline/Dismissal/Release, Resolution 2020-21-8 (G.C. 54957)

No resolution with some issues in closed session, will go back into closed session after regular meeting is finished.

7. Flag Salute

Board Clerk Chavez led the flag salute.

8. WTA Comments

WTA President, Tessa Ford invited anyone interested to attend a WTA webinar on May 13, 2021 and thanked the WTA Rep for participating in the superintendent interviews, they are hopeful to get an update soon. Educators of the Year at each site were announced. WTA shared that they are awarding four \$500 scholarships to WUSD Students and concluded with concerns from WTA about increasing class sizes.

9. CSEA Comments

CSEA President, Dan Green started by thanking Jenni Wyatt for representing CSEA during the first round of superintendent interviews and also thanked Superintendent Westerburg for all that he has done for the district during his time with WUSD. Reminded us that next week is Classified Employee Appreciation week.

10. Board Comments

Board President Bowlds thanked CSEA and WTA, congratulated the Educators of the Year and is hopeful we will be back to normal next year. He also provided the meeting with an update on the reading resources that might be needed. In closing, he gave a brief update in the Superintendent search.

Board Clerk Chavez extended his appreciation to classified for all their behind the scene work that happens.

Board Member King shared how nice it was to be back in person, at least with the board members, at this meeting. She was very pleased to hear students playing at Brookside from her house this afternoon.

Board Member McNeal expressed her appreciation for all teachers that got Mother Day gifts out last week and is excited for all the busy end of the year activates that are coming up quick.

Board Member Nunez expressed that it's been a busy week with Superintendent Interviews and Reading meetings.

11. Superintendent Comments

- MOU with WTA
- Students returning
- COVID Testing
- Bond Projects
- COVID/Bond fund

12. Action/Discussion

A. Public Comments on the Consent Agenda

No comments were received.

B. Consent Agenda

The consent agenda included the following items: Approval of Minutes from the Regular Meeting Held on April 14, 2021, Approval of Minutes from the Special Meeting held on May 5, 2021, Approval of Employee Status Changes (4), Warrant Registers from April 1, 2021-April 30, 2021.

MSP (King/Chavez) to approve the consent agenda as presented.

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

C. Approval of Corrected Confidential Classified Salary Schedule

MSP (Chavez/McNeal) to approve the consent agenda as presented.

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

D. Discussion/Support of AB839 Funding

President Bowlds shared his thoughts on this newly updated funding and suggests the district take advantage of applying for it. Superintendent Westerborg shares that starting the 21/22 school year, WHS will have 9 CTE endorsed teachers. The Board agreed to send letters to legislation.

E. \*CONVENE PUBLIC HEARING – Pupil Textbook and Instructional Materials Adoption – 5:30 p.m.

High School Social Studies: Grades 9-12, Houghton Mifflin Harcourt, ISBN 978-0-544-85929-6, 978-0-544-91713-2, 978-1-328-82477-6, and 978-1-328-81200-1

*Public is advised the textbook will be on display at Willits Unified School District Office.*

Public Hearing opened at 5:37pm. Not comments were received. Public Hearing closed at 5:40pm

13. Public Comments for Items not on the Agenda

The audience shared that this meeting set up works great and the board discussed keeping this set up with upcoming meeting.

14. Items for the Next Regular Board Agenda

- Board Member Budgets
- Board Member Retreat
- Special Board Meeting at the end of May.

Board recessed back to closed session at 6:21 p.m.

Board reconvened back to open session at 8:29 p.m.

No action taken during closed session, discussion of superintendent vacancy

15. Adjournment

MSP (King/McNeal) to adjourn at 8:30p.m.

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

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Mark Westerburg, Superintendent

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Robert Chavez, Board Clerk



**WILLITS UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

A **special meeting** of the Willits Unified School District Board of Education will be held on Monday, May 17, 2021. The Board of Education will call the meeting to order at 3:00 p.m., at which time the Board of Education will move to Closed Session regarding the item listed under Closed Session. The public meeting will reconvene after closed session ends.

**FOR BOARD MEMBERS ONLY.**

Willits High School Media Center  
299 N Main St.  
Willits, CA 95490

**MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, May 17, 2021, at 3:00 p.m. will be closed session only. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Governor's executive order on March 12, 2020, already waived the requirement for a majority of board members to physically participate in a public board meeting at the same location.

*Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.*

**MINUTES**

1. Call Meeting to Order

Board President Bowlds called the meeting to order at 3:05 p.m.

2. Flag Salute

Board Clerk Chavez led the flag salute.

3. Agenda Approval

MSP (Chavez/King) to approve the agenda as presented

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

4. Public Comments on Closed Session

No comments received

5. Recess to Closed Session at 3:08p.m.

A. Public Employment Superintendent: Interviews (G.C. 54957)

6. Reconvene to Open Session at 6:40p.m.

7. Report Out of Closed Session

- Board unanimously agreed to offer position to candidate Joseph Aldridge

8. Adjournment

MSP (McNeal/Nunez) to adjourn at 6:42p.m.

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

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Mark Westerburg, Superintendent

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Robert Chavez, Board Clerk

**WILLITS UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

A **special meeting** of the Willits Unified School District Board of Education will be held on **Wednesday, May 26, 2021**.  
The Board of Education will call the meeting to order at 5:00 p.m.

**FOR BOARD MEMBERS ONLY**

Willits High School Media Center  
299 N Main St.

Willits, CA 95490

Audience will be via Zoom:

<https://us02web.zoom.us/j/81481511842?pwd=VmlzejR4MINsRjRWN3BSRzJWRIA2QT09>

You may also view the meeting at: [https://www.youtube.com/channel/UCm14iSqMfl\\_7TKLnLP5NkFQ](https://www.youtube.com/channel/UCm14iSqMfl_7TKLnLP5NkFQ)

**MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, May 26, 2021, at 5:00 p.m. will be in a virtual/teleconferencing environment using Zoom at this link: <https://us02web.zoom.us/j/81481511842?pwd=VmlzejR4MINsRjRWN3BSRzJWRIA2QT09>. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Governor's executive order on March 12, 2020, already waived the requirement for a majority of board members to physically participate in a public board meeting at the same location.

*Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.*

**MINUTES**

1. Call Meeting to Order

Board President Bowlds called the meeting to order at 5:00 p.m.

2. Agenda Approval

MSP (Chavez/King) to approve the agenda as presented

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

3. Flag Salute

Board Clerk Chavez led the flag salute.

4. Action Discussion

A. Approval of Expanded Learning Opportunity Grant

MSP (McNeal/King) to approve the agenda as presented

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

B. Discussion of Fund Balance

Fiscal Director, Nikki Agenbroad, gave the board an update on her suggest percent to keep in the Fund Balance. Board Members expressed their thoughts and ideas. The board decided to move forward on a First Read on this version.

C. Discussion of District K-3 Reading Initiative

Dr. Crossman gave an update on developing a program for our District. The Board discussed ideas to get the program running for 21/22 school year.

D. Discussion of District English Learners Program

Mrs. Munguia updated us on the EL Group throughout WUSD.

*Special Order of Business:* Board President Bowlds introduced Joe Aldridge as the WUSD Superintendent starting July 2021. His contract will be approved at the next Regular Board Meeting.

E. Bond Project Update

Superintendent Westerburg updated the Board on the active Bond Projects.

5. Adjournment

MSP (Chavez/King) to adjourn at 8:07p.m.

Ayes: Bowlds, Chavez, King, McNeal, Nunez

Noes: None

Absent: None

Abstain: None

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Mark Westerburg, Superintendent

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Robert Chavez, Board Clerk

**WILLITS UNIFIED SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT**

1277 Blosser Lane  
Willits, CA 95490  
(707) 459-5314

Date: 6/9/2021  
To: Rachelle Summers  
From: Lynda Walker  
Re: Info for June 9, 2021 Board Meeting

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Certificated New Hire:  
Certificated Leave of Absence:  
Certificated Job Share:

Certificated Resignation:  
Allison Hanson, 1.0 FTE, Teacher, Blosser Lane Elementary School,  
06/14/2021

Brandon Norbury, 1.0 FTE, Teacher, Willits High School, 06/14/2021

Jennifer Valenzuela Watkins, 1.0 FTE, Teacher, Blosser Lane Elementary  
School, 06/14/2021

Lori Moore, 1.0 FTE, Teacher, Willits High School, 06/14/2021

Certificated Retirement:

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Classified Resignation:  
Sarah Davis, .65 FTE, Instructional Assistant, Sherwood School, 06/11/2021

Sarah Davis, .25 FTE, Instructional Assistant, Sherwood School, 06/11/2021

Classified Unsuccessful Probation:  
Classified Leave of Absence:  
Classified Retirement:  
Classified New Hire:  
Michael Butler, 1.0 FTE, Night Custodian, Baechtel Grove Middle  
School/Brookside Elementary School, 04/30/2021

Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
710860	05/06/2021	COLVIG, MARYLYNN R	01-4300	REIMBURSEMENT FOR SUPPLIES		159.90
710861	05/06/2021	ADVANCED SECURITY SYSTEMS	21-6200	Fire Alarm Installation AND FIRST 2 MONTHS OF MONITORING		14,947.00
710862	05/06/2021	ALAMEIDA ARCHITECTURE	21-6210	BLE ROOFING	1,100.00	
				MULTI SITE ROOFING PROJECT	93.81	1,193.81
710863	05/06/2021	AMAZON CAPITAL SERVICES	01-4300	CLASSROOM SUPPLIES/CASH	101.39	
				HEALTH SUPPLIES	145.25	246.64
710864	05/06/2021	AMERICAN RED CROSS TRAINING SERVICES	01-4300	BARETT/CTE SUPPLIES	930.64	
				Unpaid Tax	77.82-	852.82
710865	05/06/2021	AMERIGAS	01-5520	SHERWOOD PROPANE TANK FILL		182.72
710866	05/06/2021	ARROW BENEFITS GROUP	69-5800	APRIL 2021 ADMIN FEE		294.00
710867	05/06/2021	DISCOUNT SCHOOL SUPPLY	12-4300	PRESCHOOL ART SUPPLIES	1,503.91	
				Unpaid Tax	10.34-	1,493.57
710868	05/06/2021	FOLLETT SCHOOL SOLUTIONS	01-4200	50 BOOKS		666.57
710869	05/06/2021	GENDER SPECTRUM	01-5200	GENDER INSTITUTE FOR EDUCATORS 4/27 4/29/21		588.25
710870	05/06/2021	GLOBAL INDUSTRIAL	01-4300	SPED GARBAGE CAN AND PICNIC TABLES		2,186.95
710871	05/06/2021	GOPHER SPORT//NW 5634	01-4300	PHYSICAL EDUCATION SUPPLIES		435.93
710872	05/06/2021	HARRISON, PATRICIA	01-4300	WORKABILITY REIMBURSEMENT		62.06
710873	05/06/2021	INCLUSIVE EDU & COMM PTNR	01-5800	BEHAVIORAL SUPPORT		1,453.50
710874	05/06/2021	INTERCOUNTY MECH& ELECT.	21-5600	North WHS Main Building HVAC FINAL		66,000.00
710875	05/06/2021	INSIGHT PUBLIC SECTOR INC	01-4300	Belkin Power strips	1,544.12	
				Unpaid Tax	17.69-	1,526.43
710876	05/06/2021	IQ AIR	01-4400	EXTRA FILTERS		45,341.95
710877	05/06/2021	LAKESHORE LEARNING MATERIALS	01-4300	SPED/MEDI-CAL SUPPLIES	162.60	
				Unpaid Tax	1.87-	160.73
710878	05/06/2021	LONGO	01-4400	FLEX SERIES METAL TABLES FINAL BALANCE		18,618.76
710879	05/06/2021	KEMPTON-MILLIKEN, NANCY	01-3701	MARCH RETIREE BENEFITS		364.69
710880	05/06/2021	MORGAN, MARION	01-3701	MAY - JULY 21 RETIREE BENEFITS		520.50
710881	05/06/2021	O'NEILL, OLGA	01-3701	MARCH THROUGH APRIL 2021 RETIREE BENEFITS		852.99
710882	05/06/2021	PRESENCE LEARNING	01-5800	MARCH 2021 SERVICES		7,313.73
710883	05/06/2021	RIVERSIDE INSIGHTS	01-4300	SPED-MEDI-CAL		677.72
710884	05/06/2021	SCHOOL SPECIALTY	01-4300	CLASSROOM SUPPLIES-CONSTRUCTION PAPER	329.73	

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ESCAPE ONLINE

Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
					Unpaid Tax	328.42
710885	05/06/2021	SHAPER TOOLS INC	01-4300	CTE WOODWORKING BOWLES	1.31-	3,953.55
710886	05/06/2021	SOLID WASTES OF WILLITS	01-5540	APRIL 2021	5,918.08	
				APRIL 2021 TRANSFER STATION	246.13	
				SHERWOOD APRIL 21	170.48	6,334.69
710887	05/06/2021	SPARETIME SUPPLY	01-4300	AG SUPPLIES FOR GARDEN		81.16
710888	05/06/2021	SPORT & CYCLE	01-4300	ATHLETIC DEPT	498.62	
				ATHLETIC DEPT/SOFTBALL	507.31	1,005.93
710889	05/06/2021	THOMAS, JOAN	01-3701	APRIL THROUGH JUNE 2021 H-W		445.50
710890	05/06/2021	TUTTLE, CARA	01-4300	CLASSROOM SUPPLIES		57.13
710891	05/06/2021	WILLITS WEEKLY	01-5811	VACANCY ADS- 2 WEEK RUN		10.00
710892	05/06/2021	WPS PUBLISHING	01-4300	SPED/MEDI-CAL		303.99
710893	05/06/2021	WYATT IRRIGATION SUPPLY	01-4300	Grounds Supplies		443.39
710894	05/06/2021	XEROX FINANCIAL SERVICES	01-5610	BGMS STAFF		441.97
711293	05/13/2021	ADVANCED XEROGRAPHICS	01-5610	BGMS OFFICE		58.23
711294	05/13/2021	ARAMARK UNIFORM SERVICES INC	01-5560	FEB 2021	3,969.54	
				MARCH 2021	4,326.95	8,296.49
711295	05/13/2021	ARROW BENEFITS GROUP	69-5800	2020/21 VISION CLAIMS		189.00
711296	05/13/2021	BRIGHT THINKER	11-4200	ADULT EDUCATION	2,837.25	
					Unpaid Tax	2,814.50
711297	05/13/2021	CALIFORNIA SCHOOL HEALTH LAURA BAYNHAM	01-5800	SCHOOL AND NURSING SERVICES	22.75-	1,087.50
711298	05/13/2021	CALIFORNIA SHINGLE & SHAKE CO	01-4300	BL NEW HAVAC	9.17	
				BL NEW HVAC	49.08	58.25
711299	05/13/2021	WILLITS, CITY OF	01-5530	WATER	5,222.39	
			21-6170	WHS Parking Lot: building permit fee	457.00	5,679.39
711300	05/13/2021	DEFATTE EQUIPMENT INC	01-5600	Rental Equipment		142.74
711301	05/13/2021	FISHMAN SUPPLY COMPANY	01-4300	BGMS	81.84	
				BLE	1,630.93	
				BRKS	1,638.98	
				COVID TESTING SUPPLIES	76.64	
				SERVICE CHARGE	70.02	
				WAREHOUSE	3,127.57	
				WHS	764.70	
				WUSD	1,382.05	
					Unpaid Tax	8,739.51
711302	05/13/2021	LOGMEIN COMMUNICATIONS INC	01-5903	DISTRICT PHONES MAY 2021	33.22-	2,582.71

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Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
711303	05/13/2021	GRIZZLY INDUSTRIAL INC	01-4300	CTE/WOODWORKING/ BOWLES	2,026.44	
				Unpaid Tax	2.29-	2,024.15
711304	05/13/2021	HARRISON, PATRICIA	01-4300	GARDEN SUPPLIES		29.35
711305	05/13/2021	HAWTHORNE EDUCATIONAL SERVICES	01-4300	SPED SUPPLIES		347.02
711306	05/13/2021	HENRIS ROOFING CO	21-6200	Blosser Lane Reroofing Project PARTIAL PAYMENT		330,600.00
711307	05/13/2021	HOME DEPOT CREDIT SERVICES	01-4300	LCAP BULBS	2,441.52	
			01-4400	AG MECHANICS/BOWLDS	608.92	3,050.44
711308	05/13/2021	INTERCOUNTY MECH& ELECT.	01-5600	WHS BOILER		688.75
711309	05/13/2021	LITTLE LAKE AUTO PARTS	01-4300	MAINTENANCE		18.54
711310	05/13/2021	MODERN MUSIC SOUND SERVICE	01-5800	GRADUATION SPEAKERS AND PA SYSTEM		400.00
711311	05/13/2021	MYERS, MARETTE	01-3701	20/21 RETIREE HEALTH BENEFITS ENDS 20/21		665.30
711312	05/13/2021	NOR CAL READY MIX	01-4300	ROCK FOR THE METAL BUILDING AT THE POOL		2,029.73
711313	05/13/2021	NORTHERN AGGREGATES INC	01-4300	BROOKSIDE ROCK		76.39
711314	05/13/2021	PACE SUPPLY CORP	01-4300	Maintenance Supplies		303.91
711315	05/13/2021	PRINTING PLUS	01-4300	ADDRESSED ENVELOPES		73.11
711316	05/13/2021	PAR, INC	01-4300	SPED SUPPLIES	235.27	
				Unpaid Tax	19.67-	215.60
711317	05/13/2021	QUILL CORP	01-4300	NAME PLATES FOR BOARD MEMBERS	42.29	
				SPED SUPPLIES	113.47	
				Unpaid Tax	1.78-	153.98
711318	05/13/2021	RECREONICS INC	01-4300	Pool Supplies	341.10	
				Unpaid Tax	23.78-	317.32
711319	05/13/2021	ROUND TREE GLASS INC	01-5600	WHS #49		209.18
711320	05/13/2021	SAFEWAY	13-4300	MARCH AND APRIL 2021	52.08	
			13-4700	MARCH AND APRIL 2021	105.99	158.07
711321	05/13/2021	SCHOOL SERVICES OF CALIFORNIA	01-5200	WORKSHOP REGISTRATIONS		390.00
711322	05/13/2021	SONOMA CO OFFICE OF ED NORTH COAST SCHOOL OF ED	01-5800	CTE CANDIDATE PROGRAM FEE		300.00
711323	05/13/2021	SHN CONSULTING ENGINEERS	21-6200	SERVICES THROUGH MARCH 2021		4,853.75
711324	05/13/2021	SPARETIME SUPPLY	01-4300	AG SUPPLIES FOR GARDEN Grounds Supplies	232.38	
					69.30	301.68
711325	05/13/2021	SPEARS TRANSPORTATION	01-5800	FROM WILLITS TO GREEN ACRES 4-26 AND 4-27	496.80	

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Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
711325	05/13/2021	SPEARS TRANSPORTATION		STUDENT TRANSP FROM WILLITS TO GREEN ACRES 5-3 AND 5-4	662.40	1,159.20
711326	05/13/2021	TERMINIX INTERNATIONAL COMPANY	01-5600	Termite Treatment Brookside Rooms 1-9		7,407.00
711327	05/13/2021	U.S. BANK CORPORATE PAYMENT	01-4300	3 BANNERS FOR KINDER REGISTRATION	302.29	
				AG-METAL/BOWLDS	128.14	
				ALUMINUM SIGNS FOR SITE CAMERAS	1,130.35	
				FMCSA Clearinghouse Query Plan	12.50	
				REUSABLE WATER BOTTLES	174.93	
				WHS SINK PARTS	127.68	
			01-5300	DOODLE APRIL 1-2021 - APRIL 1-2022	537.00	
			01-5800	WILLITSUNIFIED DOMAIN NAME	10.00	
			01-5811	SUPERINTENDENT SEARCH ED CAL PUBLICATION	908.00	
				Unpaid Tax	27.10-	3,303.79
711328	05/13/2021	EUREKA OXYGEN CO	01-4300	MAINTENANCE SUPPLIES	57.77	
			01-5600	MAINT CYLINDERS APRIL 21	92.60	
				MAINT CYLINDERS MARCH 21	95.52	
				SERVICE CHARGE	2.91	
				WELDING CYLINDERS APRIL 2021	39.20	
				WELDING CYLINDERS MARCH 2021	40.34	
				Unpaid Tax	.26-	328.08
711329	05/13/2021	WILLITS POWER EQUIPMENT	01-4300	GROUNDS		26.97
711330	05/13/2021	ZONAR SYSTEMS INC	01-5800	MAY 21 GPS		682.00
711721	05/20/2021	101 TRAILER & RV	01-4400	HAULER TRAILER		11,022.50
711722	05/20/2021	ACCESS INFORMATION MANAGEMENT	01-5800	2020/21 SHREDDING SERVICE	369.59	
				2020/21 SHREDDING SERVICES	135.17	504.76
711723	05/20/2021	ADVANCED SECURITY SYSTEMS	01-5800	APRIL - JUNE 21 FIRE MONITORING		586.00
711724	05/20/2021	AMAZON CAPITAL SERVICES	01-4300	BGMS	970.33	
				BGMS ACHIEVEMENT INCENTIVES	557.63	
				BLE	218.09	
				BRKS	343.88	
				MAINTENANCE	803.60	
				SHERWOOD	795.76	
				SHERWOOD OUTDOOR EDUCATION EQUIPMENT	980.01	
				SPED	274.13	
				SPED FOREHEAD THERMOMETERS	65.44	

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Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
711724	05/20/2021	AMAZON CAPITAL SERVICES		SPED ITEMS FOR OUTDOOR CLASSROOM SUMMERS	254.16	
				TECH R 3215 EPSON PROJECTOR	807.40	
				TECH VIDEO RECORDER, MONITOR, DOCKING STATION AND PROJECTOR	1,138.52	
				WHS	1,593.48	
			12-4300	PRESCHOOL	85.22	
				Unpaid Tax	62.01-	8,863.82
711725	05/20/2021	ARROW BENEFITS GROUP	69-5800	MAY 2021 VISION ADMIN FEE		289.50
711726	05/20/2021	AT&T	01-5903	EMERGENCY LINES		371.91
711727	05/20/2021	DEPARTMENT OF JUSTICE	01-5814	APRIL 2021 FINGERPRINTS		64.00
711728	05/20/2021	FRONTIER COMMUNICATIONS	01-5903	MAY 2021		113.01
711729	05/20/2021	GOLD STAR FOODS	13-4300	APRIL 2021 FOOD AND STORAGE	82.50	
			13-4700	APRIL 2021 FOOD AND STORAGE	4,929.35	5,011.85
711730	05/20/2021	GRAINGER	01-4300	Maintenance Supplies	977.20	
				Unpaid Tax	5.99-	971.21
711731	05/20/2021	HANSEL FORD LINCOLN	01-6400	2020 FORD TRANSIT PASSENGER WA XL		116,828.02
711732	05/20/2021	HARRISON, PATRICIA	01-4300	REIMBURSEMENT FOR WORKABILITY SUPPLIES		46.47
711733	05/20/2021	HOUSE DOCTOR PAINT STORE	01-4300	GROUPS		61.02
711734	05/20/2021	INSIGHT PUBLIC SECTOR INC	01-4300	Teacher Laptops	23,842.50	
				Unpaid Tax	119.84-	23,722.66
711735	05/20/2021	CA SCHOOLS DENTAL COALITION	68-5800	JUNE 2021 EXPECTED CLAIMS		12,255.00
711736	05/20/2021	LEAVING THE VILLAGE	01-5200	3 SESSION VIRTUAL WORKSHOPS		125.00
711737	05/20/2021	MCGRAW HILL SCHOOL EDUCATION	01-4300	MATH SUPPLIES		267.47
711738	05/20/2021	MENDO MILL & LUMBER CO	01-4300	MOT APRIL 2021 R 3215 SHS	6,135.55	
				UMBRELLAS FOR OUTSIDE LEARNING WOODSHOP CONSTRUCTION APRIL 2021	4,021.44	
			21-4300	MOT APRIL 2021 R 3215 SHS	3.02	10,160.01
				UMBRELLAS FOR OUTSIDE LEARNING		
711739	05/20/2021	NORTHERN AGGREGATES INC	01-4300	BRKS METAL BUILDING		138.08
711740	05/20/2021	PG&E	01-5510	APRIL 2021 AG		287.13
711741	05/20/2021	PURCHASE POWER	01-5904	4-15 - 5-13		586.27
711742	05/20/2021	QUILL CORP	01-4300	FISCAL	346.94	
				Unpaid Tax	3.98-	342.96
711743	05/20/2021	REDWOOD COAST FUELS	01-4361	Fuel SERVICE CHARGE	69.07	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount	
711743	05/20/2021	REDWOOD COAST FUELS		MAINTENANCE AND AG FUEL CARDS	1,038.36		
				MAINTENANCE AND TRANSPORTATION FUEL CARDS	1,150.98		
				MAINTENANCE FUEL CARDS	1,697.09		
				TRANSPORTATION FUEL	6,700.33	10,655.83	
711744	05/20/2021	RENAISSANCE LEARNING INC	01-4300	PROFESSIONAL DEVELOPMENT QUOTE 2561273		450.00	
711745	05/20/2021	ROTO ROOTER OF MENDOCINO	01-5600	WHS GREASE TRAP		2,282.28	
711746	05/20/2021	SCHOOL SERVICES OF CALIFORNIA	01-5200	WORKSHOP 4-27 4-29 T CARDILLO		275.00	
711747	05/20/2021	SCHOOL SPECIALTY	01-4300	BAKEWELL-VISUAL ARTS		40.51	
711748	05/20/2021	SEQUEIRA, GEORGE	01-5600	JUNE SHERWOOD RENT 2021		600.00	
711749	05/20/2021	SPEARS TRANSPORTATION	01-5800	STUDENT TRANSP FROM WILLITS TO GREEN ACRES		662.40	
711750	05/20/2021	SYSCO FOOD SERVICES	13-4300	APRIL 2021 FOOD, MILK AND SUPPLIES	1,431.63		
				13-4700	APRIL 2021 FOOD, MILK AND SUPPLIES	32,256.79	33,688.42
711751	05/20/2021	THE WILLITS NEWS	01-6200	1/27 2/3 HVAC BID INVITE	538.78		
				3/18 3/25 HVAC BID INVITE	583.16		
				3/25 3/30 HVAC BID INVITE	740.72	1,862.66	
711752	05/20/2021	WOODWIND & BRASSWIND	01-4300	MUSIC/OLDS		2,144.31	
711753	05/20/2021	WYATT IRRIGATION SUPPLY	01-4300	WHS IRRIGATION		335.07	
711754	05/20/2021	XEROX CORPORATION	01-5610	BLOSSER LANE APRIL 2021	439.46		
				BRKS OFFICE APRIL 2021	132.53		
				BRKS STAFF APRIL 2021	351.13		
				D.O. APRIL 2021	254.76		
				SHERWOOD APRIL 2021	120.25		
				SHS APRIL 2021	230.86		
				WHS OFFICE APRIL 2021	284.62		
				WHS STAFF APRIL 2021	638.73		
				13-5610	FOOD SERVICES APRIL 2021	46.98	2,499.32
				712429	05/27/2021	AMAZON CAPITAL SERVICES	01-4200
01-4300	ACHIEVEMENT ATTENDANCE AND TESTING PRIZES	166.62					
	Board Meeting Mics	223.71					
	CLASSROOM SUPPLIES/BUNTIN	144.20					
	CLASSROOM SUPPLIES/MCCLELLAND	32.73					
	DOOR LOCKDOWN MAGNETS	109.94					
	Power Supply - Core switch at WHS	801.61					
	SPED VELCRO, BATTERIES, FOLDERS	178.18					

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Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
712429	05/27/2021	AMAZON CAPITAL SERVICES		Tech Tools	30.50	
				Unpaid Tax	19.08-	1,809.86
712430	05/27/2021	AT&T	01-5903	MAY 2021		33.34
712431	05/27/2021	BAUER, CARRIE	01-4300	FINAL CLASSROOM SUPPLY REIMBURSEMENT		64.78
712432	05/27/2021	COLLEGE BOARD//PSAT 8/9	01-5800	PSAT 8/9 FEB-MARCH 2021		351.00
712433	05/27/2021	CALIFORNIA FFA CENTER GLC REGISTRATION	01-4300	20-21 AG ED LEADERSHIP PACKETS		150.00
712434	05/27/2021	GARMAN CONSTRUCTION, BUD	01-5800	2020/21 WATER TRUCK DELIVERY SHERWOOD		380.00
712435	05/27/2021	GRAYBAR	01-4300	ELECTRIC BULBS		28,688.96
712436	05/27/2021	INSIGHT PUBLIC SECTOR INC	01-4300	Chromebook Licenses		3,200.00
712437	05/27/2021	MOUNTAIN FRESH SPRING WATER CO	01-4300	BRKSIDE WATER DELIVERY	13.50	
				SANHEDRIN WATER DELIVERY	7.50	
				SHERWOOD DISPENSER AND WATER DELIVERY	155.00	
				WHS WATER DELIVERY	14.25	
			01-5600	SHERWOOD DISPENSER AND WATER DELIVERY	10.00	200.25
712438	05/27/2021	NATIONAL FFA ORGANIZATION	01-4300	GRAUATION AND BANQUET SUPPLIES NTE 1000	237.35	
				Unpaid Tax	19.85-	217.50
712439	05/27/2021	NEWEGG BUSINESS INC	01-4300	ACADECA GRAPHING CALCULATORS	3,594.85	
				HDMI for Brookside	150.56	
				Unpaid Tax	37.74-	3,707.67
712440	05/27/2021	PENNY'S TROPHIES AND GIFTS	01-4300	ENGRAVING ON PLAQUE PLATES	43.55	
				Unpaid Tax	3.55-	40.00
712441	05/27/2021	PG&E	01-5510	ELECTRICITY		13,565.77
712442	05/27/2021	PRESENCE LEARNING	01-5800	SPED SERVICES		4,900.25
712443	05/27/2021	QUILL CORP	01-4300	FISCAL RECORDS BOXES, BINDER DIVIDERS, BINDERS	306.55	
				SITE SUPPLIES	238.95	
				Unpaid Tax	6.24-	539.26
712444	05/27/2021	SHN CONSULTING ENGINEERS	21-6200	WHS PARKING LOT SERVICES THROUGH APRIL 30, 21		3,985.00
712445	05/27/2021	SPARETIME SUPPLY	01-4300	AG SUPPLIES FOR GARDEN		306.37
712446	05/27/2021	TEAMTALK NETWORK LLC	01-5800	JULY 2021 BUS RADIO'S		911.88
712447	05/27/2021	U.S. CELLULAR	01-5902	CLC CELL PHONES MAY 2021		88.74

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
712448	05/27/2021	WILLITS KIDS CLUB INC	01-5800	WILLITS KIDS CLUB APRIL 21	39,766.72	
				WILLITS KIDS CLUB MARCH 2021	32,198.68	71,965.40
712449	05/27/2021	WOODWIND & BRASSWIND	01-4300	MUSIC/OLDS		241.99
712450	05/27/2021	XEROX FINANCIAL SERVICES	01-5610	BGMS STAFF MAY 21		438.83
VCH-00000047	05/06/2021	BOWLDS, BECKY J	01-4300	REIMBURSEMENT FOR MENDO MILL PURCHASE		67.09
VCH-00000048	05/06/2021	CROSSMAN, KATHLEEN M	01-4300	REIMBURSEMENT FOR VOICE AMPLIFIERS		872.80
VCH-00000049	05/06/2021	MANN, JUANITA R	01-4300	REIMBURSEMENT FOR SUPPLIES		21.46
VCH-00000050	05/06/2021	PIERSON, AMANDA L	01-4300	REIMBURSEMENT FOR SPRING CLASSROOM INCENTIVE PARTY		17.29
VCH-00000051	05/13/2021	BAKEWELL, CAROLYN A	01-4300	REIMBURSEMENT FOR SUPPLIES		47.00
VCH-00000052	05/13/2021	BOWLDS, BECKY J	01-4300	REIMBURSEMENT FOR BATTERIES		18.41
VCH-00000053	05/13/2021	DANFORTH, MATTHEW	13-5200	APRIL 2021 MILEAGE		21.84
VCH-00000054	05/20/2021	CAMPBELL, CYNTHIA M	01-5812	REIMBURSEMENT FOR TB TEST		18.00
VCH-00000055	05/20/2021	LARSON, ANDREA M	01-4300	REIMBURSEMENT FOR DISPLAY CASE		145.22
VCH-00000056	05/27/2021	HALEY, DANIEL P	01-5200	MILEAGE FOR STUDENT SUPPORT HOME VISIT		10.08
VCH-00000057	05/27/2021	KOHUT, YUKO	01-4300	CLASSROOM SUPPLIES		23.55
VCH-00000058	05/27/2021	MASON, LIESL M	01-4300	REIMB FOR SPRING PLAYDAY SUPPLIES		201.22
VCH-00000059	05/27/2021	PATEREAU, KRISTINE G	01-5200	MILEAGE TO CARE FOR HEALTH NEEDS OF STUDENT		56.45
<b>Total Number of Checks</b>					<b>142</b>	<b>954,730.29</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	126	476,827.83
11	ADULT EDUCATION	1	2,837.25
12	CHILD DEVELOPMENT	2	1,589.13
13	CAFETERIA SPECIAL REVEN	5	38,927.16
21	BUILDING FUND	8	422,039.58
68	SELF-INSURANCE (dental)	1	12,255.00
69	SELF-INSURANCE (vision)	3	772.50

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	142	955,248.45	
			Less Unpaid Tax Liability		518.16	
			<b>Net (Check Amount)</b>		<b>954,730.29</b>	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



# Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

2021-22 Section I - State Assurances and Certifications

## Quick Facts Box

Allocation Amount	\$16,284.00
Budgeted Amount	\$16,284.00
Indirect Amount	\$0.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, June 4, 2021 11:59 PM
Application Status	Submitted For Review on May 14 2021
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	
Activity Log	Michael Colvig (Perkins Coordinator), Application Submitte <input type="checkbox"/>

\* Subject to change based on Capital Outlay and actual expenditures

## Certifications Sign-off

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Strengthening Career and Technical Education Act for the 21st Century Act (Perkins V).

The following Assurances, Certifications, and Grant Conditions are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; Every year, the local educational agencies (LEA) must download them, collect the appropriate signatures (please sign & date even the ones that don't specifically have a space for it), and keep them on file to be available for compliance reviews, complaint investigations, or audits.

- [California Department of Education General Assurances](#)
- [Drug Free Workplace Certification](#)
- [U.S. Department of Education Debarment and Suspension](#)
- [U.S. Department of Education Lobbying](#)
- [Perkins V Assurances and Certifications](#)

## LEA Sign-off

- This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

## CDE Review and Sign-off

### CDE Comments

- Section Approved
- 

Save

Save and Continue to Section II

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)



## Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

2021-22 Section II - Stakeholders

### Quick Facts Box

Allocation Amount	\$16,284.00
Budgeted Amount	\$16,284.00
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\* Subject to change based on Capital Outlay and actual expenditures

### Special Population Stakeholders

The Strengthening Career and Technical Education For the 21st Century Act (Perkins V) requires local educational agencies (LEAs) to implement strategies To overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups listed below have contributed to the LEA's Comprehensive Local Needs Assessment for the 2020-21 Perkins V application.

Each special population category must be signed by the LEA's designated administrator or the certificated representative responsible for that program.

Download the [Sign-off Form](#) for Representatives of Special Populations, collect the appropriate signatures, and keep the form on file to be available for compliance reviews, complaint investigations, or audits.



Name Kelley Labus  
Title Special Education Director

**Economically Disadvantaged (Title I Coordinator/Administrator)**

Name Mark Westerburg  
Title Superintendent of Schools

**Students Preparing for Non-Traditional Fields (Title IX Coordinator/Administrator)**

Name Mark Westerburg  
Title Superintendent of Schools

**Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)**

Name Trina Cardillo  
Title Director of Human Resources

**Out-Of-Workforce Individuals (Title IX Coordinator/Administrator)**

Name Mark Westerburg  
Title Superintendent of Schools

**English Language Learners (English Learner Coordinator/Administrator)**

Name Nancy Runburg  
Title Blosserlane Elementary Principal

**Homeless**

Name Mark Westerburg  
Title Superintendent of Schools

**Youth who are In, or who have aged out Of, the foster care system**

Name Kelley Labus  
Title Special Education Director

**Youth with a parent who is on active duty In the military**

Name Mark Westerburg  
Title Superintendent of Schools

Edit

## CTE Teacher Matrix

For every CTE teacher in the LEA, enter the following information:

1. CTE-eligible credential

1A) For each CTE teacher assisted w/ Perkins funds, enter the name of the teacher as it appears on the CTE-eligible credential.

1B) Enter the document number of the CTE-eligible credential. We look up 100% of the entries on the CTC website.

1C) Enter the document title of the CTE-eligible credential (i.e., credential type: CTE, Designated Subjects, Vocational, Single Subject, etc).

1D) Enter the subject description of the CTE-eligible credential (i.e., subject authorization). For credentials issued 2008 or later, the subject description should match one of the 15 industry sectors. For credentials issued before 2008 ('Designated Subjects Vocational'), the subject descriptions do not conform to the 15 industry sectors and come from a nearly infinite variety of job titles—type the one from the credential into this field.

2B) Enter the name of the site of the pathway.

2C) Enter the local name of the pathway if it's different from the name of the pathway as coded in CALPADS.

2D) Enter the official CALPADS pathway name; i.e., the name of the CTE Model Curriculum Standards the teacher covers. If the same teacher is assigned to two or more pathways, list him/her two or more times.

### 1) Teacher Credential and CTE-Eligibility

1A) Teacher's Name

1B) CTE-Eligible Credential Document Number

1C) Document Title

Select Document Title ▼

1D) Subject Description

Select a subject description

### 2) Does the Credential Match the Assignment?

2A) Site Name

Select Site ▼

2B) Local Name of Pathway

2C) CALPADS Pathway Name

Select Pathway ▼

Submit Teacher

1A) CTE Teacher's Last Name	1C) Document Title/ 1D) Subject Description	2A) Site Name	2C) CALPADS Pathway	Status	Comments	Action
Bakewell, Carolyn Ann	Career Technical Education Teaching Credential – Arts, Media, & Entertainment	Willits High	Arts, Media, and Entertainment -- Design, Visual, and Media Arts	Submitted By LEA		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Delete</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Review</div>
Barrett, Jennifer Lee	Designated Subjects Vocational Education Teaching Credential – Health Care Information Services	Willits High	Health Science and Medical Technology -- Patient Care	Submitted By LEA		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Delete</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Review</div>
Bowlds, Becky Jo	Designated Subjects Career Technical Education Teaching	Willits High	Agriculture and Natural Resources -- Agricultural Mechanics	Submitted By LEA		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Delete</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Review</div>

	Resources					
Bowles, Brian H	Career Technical Education Teaching Credential -- Building & Construction Trades	Willits High	Building and Construction Trades -- Residential and Commercial Construction	Submitted By LEA		Delete Review
Bowles, Brian H	Career Technical Education Teaching Credential -- Building & Construction Trades	Willits High	Building and Construction Trades -- Cabinetry, Millwork, and Woodworking	Submitted By LEA		Delete Review
Case, Kelley	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Willits High	Agriculture and Natural Resources -- Agriscience	Submitted By LEA		Delete Review
Case, Kelley	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Willits High	Agriculture and Natural Resources -- Plant and Soil Science	Submitted By LEA		Delete Review
Lewis, Tracey Anne	Career Technical Education Teaching Credential -- Information & Communication Technologies	Willits High	Manufacturing and Product Development -- Graphic Production Technologies	Submitted By LEA		Delete Review
Lewis, Tracey Anne	Career Technical Education Teaching Credential -- Information & Communication Technologies	Willits High	Information and Communication Technologies -- Information Support and Services	Submitted By LEA		Delete Review

## LEA Sign-off

As the duly authorized representative of the local educational agency applying for the Strengthening Career and Technical Education for the 21st Century Act, 2021-22 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have contributed to the LEA's Comprehensive Local Needs Assessment for this application.

## CDE Review and Sign-off

### CDE Comments

Section Approved

Save

Save and Continue to Section III



## Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

2021-22 Section III - State Determined Performance Levels

### Quick Facts Box

Allocation Amount	\$16,284.00
Budgeted Amount	\$16,284.00
Indirect Amount	\$0.00 *
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Approved Claims	
Activity Log	Michael Colvig (Perkins Coordinator), Application Submitte <input type="checkbox"/>

\* Subject to change based on Capital Outlay and actual expenditures

Indicators	Baseline Level	Performance Levels			
		FY 2020	FY 2021	FY 2022	FY 2023
1S1: Four-Year Graduation Rate	88.10%	89.10%	89.10%	91.10%	91.10%
1S2: Extended Graduation Rate	N/A	N/A	N/A	N/A	N/A
2S2: Academic Proficiency in Rereading Language Arts	60.60%	62.00%	62.00%	63.40	63.40%
2S2: Academic Proficiency in Mathematics	33.00%	34.50%	34.50%	36.50%	36.50%
2S3: Academic Proficiency in Science	27.70%	28.20%	28.20	31.20%	31.20%
3S1: Post-Program Placement	67.20%	68.00%	68.00%	69.40%	69.40%
4S1: Non-traditional Program Concentration	20.80%	20.80%	20.80%	21.00%	21.00%
5S1: Program Quality – Attained Recognized Postsecondary Credential	N/A	N/A	N/A	N/A	N/A
5S2: Program Quality – Attained Postsecondary Credits	21.60%	23.90%	23.90	26.20%	26.20%
5S3: Program Quality – Participated in Work-Based Learning	N/A	N/A	N/A	N/A	N/A

The table above lists the State Determined Performance Levels (SDPLs) (formerly State Targets) for every sub-group. Note that future targets are likely to change as actual state-wide performance levels are gathered.

The Perkins V law defines special populations as individuals with disabilities; individuals from economically disadvantaged families, including low-income youth and adults; individuals preparing for nontraditional fields; single parents, including single pregnant women; out-of-workforce individuals; English language learners; homeless individuals; youth who are in, or who have aged out of, the foster care system; and youth with a parent who is on active duty in the military.

For reporting purposes in Perkins V, a 'completer' is defined as a student who has completed a high-quality CTE pathway of not less than 300 hours, with a C- or better in the capstone class, and exited secondary education.

Under Perkins V, California defines a 'concentrator' as a student who has completed a high-quality CTE pathway of not less than 300 hours, with a C- or better in the capstone class, and exited secondary education.

California's College/Career Readiness Indicator (CCI) tracks graduation cohorts who also meet one or more defined categories. For categories involving CTE completion, the student must have completed a high-quality CTE pathway of not less than 300 hours with a C- or better in the capstone class.

## LEA Sign-off

LEA Section Sign-off

## CDE Review and Sign-off

### CDE Comments

Section Approved

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Save

Save and Continue to Section IV




## Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

### 2021-22 Section IV - Comprehensive Local Needs Assessment (CLNA) Reporting Template & Local Application Requirements

#### Quick Facts Box

Allocation Amount	\$16,284.00
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#### Introduction

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) requires all eligible recipients of Perkins V funds to complete a Comprehensive Local Needs Assessment (CLNA) and use that information to develop the eligible recipient's local application plan. One of the most significant changes within the Perkins V federal legislation is the introduction of the CLNA. Conducting the CLNA is described under Perkins V subsection 134(c), and developing the local application is described in Perkins V subsection 134(b). The CLNA must be completed by eligible grant recipients of Perkins V funds at the beginning of the grant period and updated at least once every two years.

Perkins V requires eligible grant recipients to use a data-driven decision-making process on local planning and spending on career technical education (CTE). The CLNA is a review of a number of elements, including student performance data, especially gaps among sub-groups of special population; labor market needs; educator development; equity and access for special populations, and program size, scope and quality. To validate the information obtained through the CLNA, an eligible Perkins V grant recipient shall involve a diverse body of stakeholders, including, at a minimum—secondary and postsecondary educators, business and industry partners, parents and students among others. More importantly, local planning, program, and funding decisions must be based on the CLNA with the

The goal of the CLNA is to help educators identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps. Identifying priority needs is the first in a series of closely tied steps that also include understanding root causes that contribute to the areas of need, selecting evidence based strategies that address those areas, preparing for and implementing selected strategies, and evaluating whether those strategies are addressing improvement needs and achieving desired results.

## Directions

Each question below is meant to be a concise and complete summary of the CLNA developed by each local educational agency (LEA). The Workbook To Accompany the CLNA Reporting Template offers a more in-depth exploration of Each question from the CLNA Reporting Template to guide and inspire LEAs as they engage their required stakeholders in the construction of their CLNA. Each section is based on a separate requirement from the Perkins V law, Section 134, (b) (1–9) and subsection c, of what must be contained in a CLNA and a local Perkins application.

The responses from the seven questions in the 'CLNA Reporting Template' and the subsequent eight questions in the 'Meeting the Perkins V Local Application Requirements' are required to be:

1. Included in the annual Perkins renewal application via the California Department of Education's (CDE) online Program Grant Management System, Section IV
2. Printed and signed by the LEA Perkins Coordinator and Stakeholder/CTE Advisory Committee Chairperson, to be kept on file and available for compliance reviews, reviews, complaint investigations, or audits, along with all other evidence of a complete CLNA process.

## CLNA Reporting Template

### 1. Section 134(c)(d)(e): Stakeholder Consultation on the CLNA, Dates, Content, and Membership:

- i. What was the date of the eligible grant recipient's most recent district-wide CTE Advisory or Stakeholder Engagement meeting that served as the source for constructing the LEA's CLNA?

The most recent meeting was April 20, 2021.  
(Maximum 5000 Characters)

- ii. The basis for that meeting should have included a discussion/agreement of the eligible grant recipient's Perkins V accountability indicators plus a self-evaluation, as detailed in the "Workbook to Accompany the CLNA Reporting Template." Was the eligible grant recipient's previous self-evaluation based on the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) "11 Elements of a High-Quality CTE Program" aka the "CTE Self-Review," the CTEIG Self Review Rubric, or Workbook to Accompany the CLNA Reporting Template? How will the eligible grant recipient move towards the 12 Essential Elements of a High-Quality College and Career Pathway, which are supported by the Guiding Policy Principles to Support Student-Centered K–14+ Pathways, established by the California Workforce Pathways Joint Advisory Committee (CWPJAC)? The Guiding Policy Principles to Support Student-Centered K–14+ Pathways can be found on the CWPJAC's web page at, <https://www.cde.ca.gov/ci/ct/gi/guidingpps.asp>.

Yes the evaluation was based on the "11 elements of a High-Quality CTE Program" self review. The stakeholders will continue to build upon existing practices to order to improve and expand the CTE programs at our school site. The overall site goal is to continue to expand within a pathway, so that all students have the opportunity to learn skills at greater depth. The 12 Essential elements help guide those decisions so that there is a whole approach to improvements within CTE.  
(Maximum 5000 Characters)

- iii. What is the date of the eligible grant recipient's next district-wide CTE Advisory or Stakeholder Engagement meeting that will review, evaluate, & identify needs per Section 134(c), Comprehensive Needs Assessment, and Section 134(e), Continued Consultation?

August 23, 2021.  
(Maximum 5000 Characters)

- iv. For the meeting reported in question 1A, were all required categories of stakeholders present? If not, list which categories of stakeholders were missing and describe the effort in getting them there. What will be done to ensure they will be present for the next stakeholder engagement meeting to update the CLNA and to evaluate the effectiveness of previous strategies chosen?

Yes. Direct emails to stakeholders, public social media announcements, signage in front of school, school announcements, direct mailing to parents & students through regular newsletters. The timing of the meeting will be held after normal working hours to increase attendance.

CCI indicators are moving in a positive direction (pre Pandemic), with 70% of our 2020 graduates completing a CTE pathway. The graduating class of 2021 even while on distance learning are on track with previous year's completion percentage. We continue to leverage the trimester scheduling with a goal for every student to complete a pathway upon graduation. Guidance counselors help place student in courses that sequence correctly towards pathway completion, with attention to special populations regarding access to all CTE courses. Historical data from the past 4 years of trimesters, indicates that we are on an upward trend with CTE completions that positively affects all population groups. Having a 35% increase (over a 2 semester system) in the number of sections dedicated to CTE courses has made a huge impact upon access for all students. WHS Strengths: -High CTE Completion rate among graduates -CTE enrollment is consistently high in all CTE courses -High completion rates of students in special populations -High percentage of graduates completed more than one pathway WHS Strategies for continued growth: -School counselor support in career exploration and refinement of course selection process -School counselor continued promotion of CTE pathways with recruitment into pathway courses of all subpopulations -Support from newly hired EL family liaison to help promote CTE courses with the EL families. -Collaboration with math department and CTE department in materials and cross curricular lessons to support improving math achievement -Schoolwide staff development and data review on performance indicators in order to improve best practices within the classroom. -Continue to support Senior Seminar course with additional industry guest speakers WHS commitment: Willits High School is committed to improving the student performance among all student populations. Perkins funding will be used to develop and promote greater curricular access for students and increasing the depth of skill development within each specific pathway.  
(Maximum 10000 Characters)

### **3. Section 134(c)(2)(B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students**

CTE Pathways are being expanded to explore all aspects of an industry sector by adding new classroom equipment in order to teach the skills provided through the equipment. Expanding the scope of the current pathways at WHS will only help a student's ability to learn new skills necessary in today's & tomorrow's workforce. High wage jobs are the focus of adding any new significant equipment or licenses/certifications within a pathway. WHS currently maintains 10 CTE pathways of study, each pathway is supported by a specific teacher with appropriate credentialing. These pathways are promoted by teachers, staff and counselors through the academic year. CTE pathway courses are balanced through all grade levels 9-12. Removing bottle necks within a classroom due to a lack of equipment has been a specific item that continues to be addressed through new modern equipment purchases. A real strength of the CTE programs are a clearly defined pathway with available course selection that fits within a trimester schedule, which helps balance the academic course load for all students. WHS strengths that were identified in the CLNA regarding student performance: -Student participation onsite and through distance learning has remained steady throughout the school year. -Students in higher grades are enrolled in more than one pathway -High percentage of graduating seniors completing all senior portfolio requirements culminating in their senior research paper in Senior Seminar. WHS gaps that were identified in the CLNA regarding student performance: -High than normal failure rates in distance learning classes than onsite classes -Reduction of one staff member to reassign into independent study had detrimental effects upon course availability in teacher's previous assigned CTE pathway. Planned reassignment back into CTE pathway courses in 21-22 school year. WHS Strategies: -More individualized course requests for next school year, with counselors acting to ensure correct course placement within sequenced CTE pathways. -Purchasing industry equipment to continue with expanded depth of skill development with each CTE pathway. -Increase opportunities for students to earn industry certifications -Add back the reassigned teacher to CTE pathway in order offer expanded course offerings than in 20-21 school year. -Increase collaboration and contract with local community college to explore additional CTE opportunities with dual enrollment courses.  
(Maximum 5000 Characters)

### **4. Section 134(c)(2)(C): Progress Towards Implementation of CTE Programs of Study**

Having a clearly defined pathway sequenced to end with a capstone course is critical to preparing students to succeed after high school. All 12th grade students take a course called Senior Seminar which helps them pull together their CTE experience, workplace entry level items such as resume, cover letter, interview skills, as well as bringing into the classroom industry representatives who can impart to the students what life after high school truly can look like as they pursue entry level employment after graduation. With the industry representatives coming onto campus, this helps us "find out" if we need to adjust a pathway's focus in order to meet a local or regional industry need. We have adopted the same online learning platform as the local junior college so that students and graduates already know how to use and navigate a common online learning platform. WHS currently maintains 10 CTE Pathways of study. Encouraging teachers to expand their credentials with a CTE credential will allow the school to expand our CTE offerings. Industry certifications are offered in 4 out of the 10 pathways. Across all pathways a general weakness is lack of technical tools to help students access the curriculum in greater detail. A priority is identifying specific technical tools within each pathway that will expand a students capabilities of interacting with the subject matter. WHS Commitment: Willits High School is committed to providing industry standard equipment that prepares students for industry certifications. WHS will continue to collaborate with other districts and industry partners for best practices in offering industry recognized credentials.  
(Maximum 5000 Characters)

### **5. Section 134(c)(2)(D): Improving recruitment, retention, and training of CTE teachers and paraprofessionals, including underrepresented groups**

All CTE teachers are encouraged to attend industry specific trainings when available. When a teacher has the opportunity to add a CTE credential, there is a structured program of study that is encouraged through the North Coast Office of Education. This has resulted in one teacher this year adding a CTE credential. Two other core teachers are also pursuing a CTE credentials. Turnover of teachers at WHS is very low, with only 1 CTE position replaced due to retirement. Being strategic with funding helps CTE teachers feel supported. This past year, professional development was encourage through webinar style events. twice a month teachers met via zoom to discuss and improve upon CTE pedagogical skills. Within the trimester schedule teachers have 4 teaching periods and 1 prep period of 72 minutes. The longer class time allows teachers to complete project based learning as well as gives the teachers the time need to appropriate manage their workload. Once moving to this type of daily bell schedule,



Having a staff that is trained and retained helps grow and improved the outcomes for students. WHS Strengths: -High Student interest in CTE course offerings -Extremely low turnover of teachers -District & community support of CTE programs -Many job shadowing opportunities within specific industries for teachers to gain valuable current trends with a focus on teacher collaboration to share the knowledge with others. -Teachers within the staff gaining new CTE credentials to help grow course offerings and potential additional CTE pathways. WHS Gaps that were identified in the CLNA: -Specific teachers need to update their credentials to reflect current pathway requirements WHS Strategies: -Expand teacher credentialing opportunities within a small rural school district -Expand industry partnerships in order to help with recruiting high quality CTE teachers -Provide increased community awareness of the current CTE needs in regards to adding additional courses to pathways and teacher hiring. -Provide more teacher tours of local and regional industries to develop increased professional knowledge of current industry trends and changing needs.  
(Maximum 5000 Characters)

**6. Section 134(c)(2)(E): Progress Towards Equal Access to CTE Programs for All Students. In your summary of the discussion with Stakeholders, you must describe each of the following three points. Strategies to overcome barriers that result in:**

**i. lower rates of access to, or performance gaps in, the courses and programs for special populations;**

Increasing the number of annual sections available in CTE programs through trimester scheduling by 35% over traditional 2 semester systems. This allows all students with greater access to CTE programs within their daily schedule. Focused scheduling on SPED students to ensure access to CTE courses throughout the school year. Review of course requests for every student to properly sequence CTE courses towards completion of a pathway. A student's schedule is balanced across all 3 terms to allow students a mix of 2-3 core classes with 2-3 CTE classes. This balanced mix helps improve student engagement and steady progress towards completing 1-3 pathways during a students 4 year high school experience.

(Maximum 5000 Characters)

**ii. Providing programs that are designed to enable special populations to meet the local levels of performance;**

A balance of core classes and CTE classes within a term is vital to keeping all students engaged in the learning process. In the 9th & 10th grade years, students are able to take a variety of CTE courses that help them focus in their 11th & 12th grade years towards completion of a pathway. Intervention classes in a winter term allow students to stay on track within a trimester system, so student can remediate a failure within the same school year. This helps with access to higher level CTE courses as well as staying sequenced toward completing a pathway.

(Maximum 5000 Characters)

**iii. Providing activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency.**

Offering industry certifications that help students qualify for high wage jobs is critical. 12th grade Senior Seminar as a graduation requirement helps all students chart their path beyond high school. Students are required to research in depth three occupations with greater detail in their chosen field. This helps students realize the unique path after graduation. Bringing a wide variety of industry representatives onto campus to expose students to the range of opportunities helps students develop their plan after graduation.

(Maximum 5000 Characters)

**7. Section 134(c)(2)(B)(ii): Alignment to Labor Market Information**

Local and regional labor markets help guide what CTE courses are offered within a school year. Willits High School has a good relationship with many local businesses. This is largely due to building internship style partnerships with local businesses. During a student's senior year, they are required to get industry experience outside the classroom through job shadowing as part of their senior seminar course. This helps provide a bridge between school CTE pathways and an eventual job in the career field of their choice. We look toward local and regional business leaders to come into the classroom and present their specific labor market opportunities to 12th grade students. This is coordinated in the winter term, so that they can develop strong relationships with potential employers and leapfrog into a career upon graduation.

(Maximum 5000 Characters)

## Local Application Requirements

Once the LEA completes their CLNA Reporting Template above, the LEA must use that information to address the nine separate required elements identified within the Perkins V legislation. The elements are provided below and must be completed by the LEA and then entered along with the CLNA Reporting Template into the CDE online Program Grant Management System, Section 4.

**1. Section 134(b)(2)(A-C) refers to information on the CTE course offerings and activities that the eligible recipient will provide with funds under this part, which shall include not less than one program of study approved by a State under Section 124(b)(2). Indicate how the results of the CLNA:**

**i. Informs the selection of the specific CTE programs and activities selected to be funded;**

**ii. describes any new programs of study the eligible recipient will develop and submit to the State for approval;**

## CTE course offerings and whether each course is part of a CTE program of study.

Agriscience: -Sustainable AG -Ag Soil Chemistry -Ag Systems Management Patient Care: -Health -Scrubs -Medical Terminology  
Plant & Soil Sciences: -Ag Mechanics Construction -Landscaping -Environmental Horticulture -Sustainable Gardening Graphic  
Production Technologies: -Computer skills -Computer Applications -Multimedia Design -Advanced Multimedia Design Information  
Technologies & Services: -IT Fundamentals -IT Networking -Coding Residential & Commercial Construction: -Construction -  
Advanced Construction -Understanding Blueprints -Plumbing & Electrical Cabinetry, Millwork and Woodworking -Woodworking -  
Advanced Woodworking -Custom Windows & Doors AG Mechanics: -Ag Mechanics -Construction -AG Mechanics- Welding -Ag  
Mechanics - Advanced Welding -Ag Mechanics -Fabrication Design, Visual and Media Arts: -Fundamentals of Art -Two  
Dimensional Art -Mixed Media Art -Painting -Print Making -Three Dimensional Art -Yearbook Performing Arts: (new credentialed  
teacher working towards CTE credential) -Guitar -Piano -Chorus -Concert Band -Hip Hop Dance -Drama All students have  
student course outlines through the counseling department and all courses by grade level are promoted through course selections  
process.

(Maximum 5000 Characters)

### 2. Section 134(b)(3)(A-C) refers to how the eligible recipient, in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners, will use the information provided through the CLNA to describe the following:

- i. Career exploration and career development coursework, activities, or services;
- ii. career information on employment opportunities that incorporate the most up-to-date information on high-skill, high-wage, or in-demand industry sectors or occupations;
- iii. An organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education program.

The school will continue to reinforce and support the career exploration that starts in 9th grade and continues through all four years of a WHS graduates educational career. This culminates in the senior seminar course. The cornerstone of the senior seminar course is the career research project, with the details of that project listed below. Career Research Project Overview In this project, you will be (1) conducting some basic research on three career fields that interest you, (2) choosing one of those three careers to focus on and conduct more in-depth research, (3) gaining field experience, (4) writing a paper about the process, (5) preparing a visual presentation about your focus career, and (6) giving an oral presentation on what you have learned about your focus career. Be thorough in your research and the reporting of your findings. This will help you in the long run. Keep good, detailed, organized notes. Focus on something that aligns with your passions, values and goals. PART I: Research three careers You will be given a couple of weeks to conduct research on possible career fields. Narrow down your search to the three most likely fields for you according to your interests. All students will be completing a career interest profiler on O\*NET. <https://www.mynextmove.org/explore/ip> PART II: Choose one career to focus on You will narrow down your focus to only one career. This should be the career you would like to pursue after high school. You will research the education and training necessary to perform this job and how to obtain it. You will also fill out application forms for any training or educational programs, if applicable, to get you started toward your career goal. (These applications align with Senior Personal Portfolio requirements). PART III: Field experience Your field experience is comprised of three parts. You will interview someone in the community in the same or a similar career as your focus career. Next you will observe and make notes on someone who works in your focus career (or field). You must observe this individual/s on at least 5 separate occasions. In your career research paper, you will write a reflection on what you have learned and how you can apply this knowledge as you pursue your career aspirations. PART IV: Visual and Oral presentation: You will present your research and findings to a class of students, preferably sophomores. Be creative, be thorough, include pictures of yourself observing on the job, if appropriate. Make it interesting and fun. You should use Google Slides to create and deliver your presentation. You will complete a practice presentation with me during one of our mandatory scheduled meetings. I will provide you with constructive feedback in order to refine your delivery. After the practice presentation, we will schedule your final presentation. Guidance counselors have clear sequence of career guidance that in accordance to their national school counselor standards focuses the student on exploring all aspects of the schools CTE program with structured course sequences.

(Maximum 5000 Characters)

### 3. Section 134(b)(4): describe how the eligible recipient will improve the academic and technical skills of students participating in CTE programs by strengthening the academic and CTE components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE programs to ensure learning in the subjects that constitute a well-rounded education (as defined in section 8101 of the Elementary and Secondary Education Act of 1965). Use the information provided through the CLNA to answer the content of this section.

All courses are to be taught to established rigorous content standards. Cross collaboration between core classes and CTE classes are encouraged by administration at all levels. Expansion of math courses targeting CTE specific skills are planned for 2021-22 school year. Intervention within the school year is available for students who fail to pass a course, prior to taking the next course in sequence. This will help ensure students learn the required skills needed prior to advancing to the next course in sequence. CTE teachers teach courses within their CTE Credentialing. The school will continue to improve available tools & equipment as needed to help students learn current skills.

### 4. Section 134(b)(5)(A-D): describe how the eligible recipient will:

- i. Provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or

iii. **Provide equal access for special populations to CTE courses, programs, and programs of study; and**

iv. **ensure that members of special populations will not be discriminated against on the basis of their status as members of special populations.**

**Use the information provided through the CLNA to answer this content of this section.**

Trimester scheduling allows for a greatly expanded course offering in CTE specified courses. This ensures there is space for all students in CTE courses throughout the school year. Job shadowing, internships, work experience, work ability all provide opportunities for students to gain skills that lead towards self sufficiency. Senior Seminar helps all 12th grade students explore traditional and non-traditional fields of experience, with a clear plan in place as a requirement for passing the course in the winter term, so that the spring term of their senior year, students can be focused on career opportunities upon graduation. A pre-enrollment meeting is held prior to the school year starting to ensure that members of special populations are able to be scheduled into courses based upon their course selections.

(Maximum 5000 Characters)

**5. Section 134(b)(6): describe the work-based learning opportunities that the eligible recipient will provide to students participating in CTE programs and how the recipient will work with representatives from employers to develop or expand work-based learning opportunities for CTE students, as applicable. Use the information provided through the CLNA to answer this content of this section.**

Job shadowing opportunities as part of their senior seminar course. Internships opportunities throughout a student's 12th grade year with local and regional industries with the opportunity for early graduation and fulltime work prior to the end of the school year. Targeted work experience within a CTE pathway, once a student is eligible for a work permit. Senior Seminar course is designed to bring industry representatives into the classroom to help uncover opportunities, requirements, and skills needed within the work environment.

(Maximum 5000 Characters)

**6. Section 134(b)(7): describe how the eligible recipient will provide students participating in CTE programs with the opportunity to gain postsecondary credit while still attending high school, such as through dual or concurrent enrollment programs or early college high school, as practicable. Use the information provided through the CLNA to answer this content of this section.**

Dual enrollment and concurrent enrollment courses offered through the junior college are high encouraged and part of the course selection process for all students. Willits High School partners with Mendocino Junior College and has course offerings planned through the June of 2022.

(Maximum 5000 Characters)

**7. Section 134(b)(8): describe how the eligible recipient will coordinate with the eligible agency and institutions of higher education to support the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel. Use the information provided through the CLNA to answer this content of this section.**

Mendocino Junior College and Willits High School have been collaborating in order to provide professional development and support for current and future teachers. Throughout the school year, there are planned articulation meetings, professional development, and integration of each institutions online learning platform, Canvas. WHS teachers seamlessly teach high school courses alongside dual enrollment courses utilizing the same online learning platform to best equip the teacher as well as students with a seamless teaching & learning process. WHS also utilizes the local county office of education for professional development opportunities both online and in person.

(Maximum 5000 Characters)

**8. Section 134(b)(9): describe how the eligible recipient will address disparities or gaps in performance between groups of students in each of the plan years, and if no meaningful progress has been achieved prior to the third program year, a description of the additional actions that will be taken to eliminate these disparities or gaps. Use the information provided through the CLNA to answer this content of this section.**

In each of the plan years, there is a commitment to continual improvement. If gaps do occur within any plan year, there will be a collaborative approach in order to best address and eliminate disparities or gaps. -Immediate site stakeholders will seek to identify sources of disparities -Outreach to other school districts, county office, and other educational institutions as to best practices to address disparities -CTE stakeholders will collaboratively work to develop a comprehensive plan that addresses identified disparities. -School site will continue to monitor and adjust plan as needed if no meaningful progress is achieved.

(Maximum 5000 Characters)

## LEA Sign-off



## Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

2021-22 Section V - Budget Builder

### Quick Facts Box

Allocation Amount	\$16,284.00
Budgeted Amount	\$16,284.00
Indirect Amount	\$0.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, June 4, 2021 11:59 PM
Application Status	Submitted For Review on May 14 2021
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	
Activity Log	Michael Colvig (Perkins Coordinator), Application Submitte <input type="checkbox"/>

\* Subject to change based on Capital Outlay and actual expenditures

### Line Item Detail

This section is used to budget expenditures for each pathway in an industry sector.

Line Item Number	Site Name	Industry Sector	Career Pathway	Budget Amount	Action
1	Willits Unified / Willits High	Agriculture and Natural Resources	Agricultural Mechanics	\$16,284.00	<a href="#">Detail</a>
2	Willits Unified / Willits High	Health Science and Medical Technology	Patient Care	\$0.00	<a href="#">Detail</a>
			<b>Total</b>	<b>\$16,284.00</b>	

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost, location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

Willits Unified (131 - Secondary) conducts a historical inventory verification at least every 2 years for all of the following:

- Description
- Name
- Serial or other identification number
- Acquisition date
- Original cost
- Location (room)
- Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

Yes  No

Provide justification for not maintaining a historical inventory system that meet all of the above points.

## LEA Sign-off

Sequence of Courses to Be Funded section is complete.

## CDE Review and Sign-off

CDE Comments

---

Section Approved

---

Save

Save and Continue to Section VI



Books/Supplies									
5000 Services/ Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000 Capital Outlay	\$16,284.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$16,284.
7000 Indirect Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	\$0.00
<b>Total</b>	<b>\$16,284.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,284.</b>

**CLNA Component Grouped by Object Code**

Object Code	Section 134(c) (d)(e): Stakeholder Consultation on CLNA, Dates, Content, Membership	S134(c)(2)(A): Student Performance on Required Performance Indicators (Disaggregated)	S134(c)(2)(B) (ii): Program Size, Scope, and Quality to Meet the Needs of All Students	S134(c)(2)(C): Progress Towards Implementation of CTE Programs of Study	S134(c)(2)(D): Improving Recruitment, Retention, and Training of CTE Professionals, Including Underrepresented Groups	S134(c)(2)(E): Progress Towards Equal Access to CTE Programs for All Students	S134(c)(2) (B)(ii): Alignment to Labor Market Information (LMI)	Object Code Total
6000 Capital Outlay	\$0.00	\$0.00	\$1,284.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$16,284.00
	\$0.00	\$0.00	\$1,284.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$16,284.00

**Student Categories Targeted Grouped by Object Code**

Object Code	General Population (All CTE Participants)	Individuals With Disabilities	Individuals From Economically Disadvantaged Families, Including Low- income Youth and Adults	Individuals Preparing for Nontraditional Fields	Single Parents, Including Single Pregnant Women	Out-of- workforce Individuals	English Language Learners	Homeless Individuals	Youth Who Are In, Or Who Have Aged Out Of, The Foster Care System	Youth With A Parent Who Is On Active Duty In The Military	Object Code Total
6000 Capital Outlay	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,284.00	\$0.00	\$0.00	\$0.00	\$16,284.00
	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,284.00	\$0.00	\$0.00	\$0.00	\$16,284.00

Continue to Section VII




## Program Grant Management System (PGMS)

Willits Unified (131 - Secondary)

2021-22 Application

Local CTE Program Changes Update

### Quick Facts Box

Allocation Amount	\$16,284.00
Budgeted Amount	\$16,284.00
Indirect Amount	\$0.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, June 4, 2021 11:59 PM
Application Status	Submitted For Review on May 14 2021
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	
Activity Log	Michael Colvig (Perkins Coordinator), Application Submitte 

\* Subject to change based on Capital Outlay and actual expenditures

### Local CTE Plan Update

Are there any major changes made to the LEA's CTE program for 2021-22, e.g.:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

Yes  No

Ag Mechanics Fabrication is a new course being added to the Ag Mechanics Pathway, due to two capital outlays for equipment that makes the course possible. Information Technology now has a full complement of courses to constitute a full pathway. This pathway has been in development for three years and with a new CTE teacher leading the program the focus is to grow enrollment.



# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

Willits High School

School Site

Willits Unified School District

District

Please include the following items with your application:

- Eligibility Determination Sheet
- Variance Request Form (if applicable)
- Quality Criterion 12 Form (if applicable)
- Award Estimator and Budget Sheet
- List of Agriculture Teachers


Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Signature of Authorized Agent



Signature of Agriculture Teacher  
Responsible for the Program

Authorized Agent Title



Signature of Principal

Contact Phone Number: \_\_\_\_\_

Date of Local Agency Board Approval: \_\_\_\_\_

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education  
(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

## Eligibility Determination Sheet

IN ORDER TO APPLY FOR FUNDING, YOU MUST MEET ALL THE QUALITY CRITERIA LISTED BELOW.

Please check each Quality Criteria you meet:

- 1. Curriculum and Instruction
- 2. Leadership and Citizenship Development
- 3. Practical Application of Occupational Skills
- 4. Qualified and Competent Personnel
- 5. Facilities, Equipment, and Materials
- 6. Community, Business, and Industry Involvement
- 7. Career Guidance
- 8. Program Promotion
- 9. Program Accountability and Planning

IF YOU CHECKED **ALL** THE REQUIRED QUALITY CRITERIA, PLEASE  
CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

---

If you **do not** meet one or more of the criteria listed above, you may submit a Variance Request Form for each unmet criterion.

A variance is a proposed plan to bring your program into compliance with all the quality criteria listed above, prior to the following year's application.

All variances must be approved with this application in order to be eligible for funding. Non-compliance with the terms of the approved variance will result in a loss of funds.

Will you be including a formal Variance Request Form for each unmet criterion?

Yes     No

IF YOU ARE REQUESTING ONE OR MORE VARIANCES, PLEASE COMPLETE A  
**VARIANCE REQUEST FORM** FOR EACH AND CONTINUE TO THE NEXT PAGE OF  
YOUR APPLICATION.

---

IF YOU DO NOT MEET **ALL** REQUIRED QUALITY CRITERIA LISTED ABOVE,  
**AND YOU ARE NOT SUBMITTING A VARIANCE REQUEST FORM**

**STOP**

YOU ARE NOT ELIGIBLE TO APPLY FOR FUNDING THROUGH THE AGRICULTURAL  
CAREER TECHNICAL EDUCATION INCENTIVE GRANT.

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

## AWARD ESTIMATOR

**DATES OF PROJECT DURATION: JULY 1, 2021 TO JUNE 30, 2022**

### Applicant Information (please fill in the underlined fields)

Number of different agriculture teachers at site (Please attach a separate list of agriculture teachers' names):	<u>2</u>
Total number of students from the prior fiscal year R-2 Report:	<u>59</u>
Number of teachers meeting Criterion 10 (Class size - See instructions):	<u>2</u>
Number of teachers meeting Criterion 11a (Year round employment - See instructions):	<u>1</u>
Number of teachers meeting Criterion 11b (Project supervision period - See instructions):	<u>0</u>
Do you meet all criteria on the attached Quality Criterion 12 Form (Y/N)?	<u>n</u>

### Award Calculations

Part 1: Based on your number of agriculture teachers at the site: (Please attach a separate list of agriculture teachers' names):	<u>\$ 4,500.00</u>
Part 2: Based on \$8.00 per member listed on the R-2 Report:	<u>\$ 472.00</u>
Part 3a: Based on number of teachers meeting Criterion 10:	<u>\$ 4,000.00</u>
Part 3b: Based on number of teachers meeting Criterion 11a:	<u>\$ 2,000.00</u>
Part 3c: Based on number of teachers meeting Criterion 11b:	<u>\$ 0.00</u>
Part 4: Based on meeting all criteria on the Quality Criterion 12 Form:	<u>\$ 0.00</u>
<b>Total Estimated Award:</b>	<u>\$ 10,972.00</u>

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

## Budget Sheet

Incentive grant awards must be matched for each Account Number below (4000, 5000, and 6000). Account Number 4000 requires only the subtotal be matched, but Account Numbers 5000 and 6000 must be matched by line item. A waiver of matching must be approved for any instances where matching funds do not meet or exceed Incentive Grant funds.

**Amount left to Allocate:**

\$ 0.00

### 4000: Books & Supplies

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Books/Classroom Supplies	\$ 1,500.00	\$ 1,500.00
Subtotal	N/A	\$ 1,500.00	\$ 1,500.00

### 5000 Services and Operating Expenses, including services of consultants, staff travel, conferences, rentals, leases, repairs, and bus transportation

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Conferences	\$ 3,000.00	\$ 3,000.00
2.	Truck	\$ 2,500.00	\$ 2,500.00
3.	Shop expenses	\$ 2,500.00	\$ 2,500.00
4.	Farm supplies	\$ 1,472.00	\$ 1,472.00
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal	N/A	\$ 9,472.00	\$ 9,472.00

### 6000 Capital Outlay, including sites, buildings, improvement of buildings, and equipment

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.			
2.			
3.			
4.			
5.			
Subtotal	N/A	\$ 0.00	\$ 0.00

**Total Allocated Funds:**

\$ 10,972.00

\$ 10,972.00

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

## VARIANCE REQUEST FORM

PLEASE NOTE: EACH CRITERION FOR WHICH A VARIANCE IS REQUESTED MUST BE COMPLETED ON A SEPARATE FORM

Variance Request for Funding Year:

Willits High School

Willits Unified School District

\_\_\_\_\_  
School Site

\_\_\_\_\_  
District

1. Standard and criterion for which variance is requested:

Standard Number:

Criterion Number: 12

2. Reasons why the criterion is not being met at this time (use additional pages if needed):

Being on distance learning for most of the year made it a little tougher to attend the conferences or activities that would normally be offered in person.

3. Steps to be taken in order to meet this criterion (use additional pages if needed):

Workshops and other activities offered this coming year will be attended.

\_\_\_\_\_  
Name of Agriculture Teacher  
Responsible for the Program

\_\_\_\_\_  
Signature of Agriculture  
Teacher Responsible for the Program

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name of Regional Supervisor

\_\_\_\_\_  
Signature of Regional Supervisor

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2021–22 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2021)

## QUALITY CRITERION 12 FORM

Agricultural programs meeting all of the required Quality Criteria (Criteria 1 – 9) may qualify for an additional \$7,500 by also meeting Criterion 12.

Please check each qualifying condition you meet below.

This form, along with the appropriate verification, must be submitted with the Agricultural Career Technical Education Incentive Grant Application by the application deadline.

Number of Students on Previous Year's R-2 Report: 59

### 12A: Leadership and Citizenship Development

Number of activities on the approved FFA Activity list in which the local chapter participated (Must participate in at least 80 percent of the activities)

### 12B: Practical Application of Occupational Skills

Number of students who received the State FFA Degree (Must be at least 5 percent of the R2 number)

### 12C: Qualified and Professional Activities

Number of teachers who attended a minimum of five professional in-service activities (Must attach approved In-service Activities Verification Page)

### 12D: Community, Business, and Industry Involvement

Number of meetings held by the local Agriculture Advisory Committee (Must be at least three, with minutes attached)

Name of Agriculture Advisory Committee Chair: Andrew Hosford

Phone Number of Agriculture Advisory Committee Chair: (707) 354-1218

### 12E: Retention

Number of students from the 2017 freshman cohort who completed 3 or 4 years of Agriculture Education courses. Must be at least 30% of the 2017 freshman cohort

### 12F: Graduate Follow-Up

Number of program completers graduating last year

Number of those who graduated who are employed in agriculture, in the military, or continuing their education (must be at least 75 percent of the program completers). Attach graduate follow-up report.

# INCENTIVE GRANT IN-SERVICE ACTIVITIES DOCUMENTATION

**CRITERIA 4.B**

School Year  

School Willits High School

Based on the previous year's record, every agriculture teacher, teaching at least ½ time agriculture, attends a minimum of four of the following professional development activities:

Qualified and Competent Personnel

ACTIVITIES	TEACHERS NAMES							
	Kelley Brackett	Becky Bowlds						
Fall Region Meeting	X	X						
Region In-service Day	X	X						
Spring Region Meeting	X							
Section In-service*	X							
Section In-service*	X							
Section In-service*								
Section In-service*								
Summer Conference	X	X						
University AgEd Skills Week								
Professional Development **								

\* Four Section In-service Meetings equals one Professional Development Activity

\*\* Can utilize a maximum of two other "Agriculturally Related" Professional Development activities than those listed above. Explain the Professional Development:

- 1 Germinate Conference- Summer 2020
- 2 Germinate Conference- Fall 2020
- 3
- 4
- 5



TO: SUPERINTENDENT OF PUBLIC SCHOOLS  
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 12, 2021

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2021-2022**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

**Please return the enclosed form no later than June 28, 2021 directly to your CIF Section Office. Addresses of each section are listed on the back of the form.** Please contact us if we can give you further information.



**2021-2022 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2021.**

\_\_\_\_\_ School District/Governing Board at its \_\_\_\_\_ meeting,  
(Name of school district/governing board) (Date)  
appointed the following individual(s) to serve for the 2021-2022 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL \_\_\_\_\_  
NAME OF REPRESENTATIVE \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_  
NAME OF REPRESENTATIVE \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_  
NAME OF REPRESENTATIVE \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_  
NAME OF REPRESENTATIVE \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.**

## CIF SECTION OFFICES

### **CIF CENTRAL SECTION**

Ryan Tos, Commissioner  
764 P Street, #105  
Fresno, CA 93721  
Phone: (559) 781-7586  
Email: kellyjones@cifcs.org

### **CIF CENTRAL COAST SECTION**

David Grissom, Commissioner  
333 Piercy Road  
San Jose, CA 95138  
Phone: (408) 224-2994  
Email: dgrissom@cifccs.org

### **CIF LOS ANGELES SECTION**

Vicky Lagos, Commissioner  
10660 White Oak Avenue, Suite 216  
Granada Hills, CA 91344  
Phone: (818) 767-0800  
Email: vlagos@cif-la.org

### **CIF NORTH COAST SECTION**

Pat Cruickshank, Commissioner  
5 Crow Canyon Court, Suite 209  
San Ramon, CA 94583  
Phone: (925) 263-2110  
Email: slivingston@cifncs.org

### **CIF NORTHERN SECTION**

Elizabeth Kyle, Commissioner  
2241 St. George Lane, Suite 2  
Chico, CA 95926  
Phone: (530) 343-7285  
Email: lkyle@cifns.org

### **CIF OAKLAND SECTION**

Franky Navarro, Commissioner  
1000 Broadway, Ste. 150  
Oakland, CA 94607  
Phone: (510) 879-2846  
No fax number

### **CIF SAC-JOQUIN SECTION**

Michael Garrison, Commissioner  
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Lodi, CA 95241  
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### **CIF SAN DIEGO SECTION**

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3470 College Avenue  
San Diego, CA 92115  
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### **CIF SAN FRANCISCO SECTION**

Don Collins, Commissioner  
555 Portola Drive, Bungalow 2  
San Francisco, CA 94131  
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Fax: (415) 920-5189

### **CIF SOUTHERN SECTION**

Rob Wigod, Commissioner  
10932 Pine Street  
Los Alamitos, CA 90720  
Phone: (562) 493-9500  
Email: sharonh@cifss.org

**Willits Unified School District**  
**1277 Blosser Lane, Willits, CA 95490**  
**(707) 459-5314**

**NOTICE OF PUBLIC HEARING**  
**2021/22 LCAP**  
**Learning Continuity Attendance Plan**

**The Board of Trustee of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the 2021/20 Learning Continuity Attendance Plan**

**DATE: Wednesday, June 9, 2021**

**TIME: 5:15 p.m.**

**LOCATION: Via Zoom Meeting**  
**Link will be provided on 6/9/21 Agenda**

**Willits Unified School District**  
**1277 Blosser Lane, Willits, CA 95490**  
**(707) 459-5314**

**NOTICE OF PUBLIC HEARING**  
**2021/22 District Budget**

**The Board of Trustee of the Willits Unified School District will hold a Public Hearing to receive input from the public on matters pertaining to the adoption of the 2021/22 District Budget.**

**DATE: Wednesday, June 9, 2021**

**TIME: 5:20 p.m.**

**MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS)  
PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, June 9, 2021, at 5:00 p.m. will be in a virtual/teleconferencing environment using Zoom, the link will be provided at time of agenda posting along with instructions for public comments and questions.

**WILLITS UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**

TO: Board of Trustees  
FROM: Trina Cardillo, Human Resources  
DATE: June 9, 2021  
RE: Resolution 2020/21-13 Elementary Assignments in 2021/2022

**Priority:** Fiscal and Communication

**Objective:**

Consideration of Resolution Number 2020/21-13, Elementary (K-8) Assignments in 2021/2022

**Background:**

Education Code §44256 (b) allows the governing board of a school district by resolution to authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of pupils below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.

**Funding/Source:**

None.

**Recommendation:**

Administration recommends approval of Resolution Number 2020/21-13 for Elementary K-8 Assignments in 2021/2022

ELEMENTARY (K-8) ASSIGNMENTS IN 2021/2022

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Resolution of the Board of Trustees of the Willits Unified School district to authorize middle school teachers with multiple subject, standard elementary, single subject or standard secondary credentials to teach, with his/her consent, any subject in a departmentalized class below grade 9 as described below.

WHEREAS, Education Code 44256(b) allows, by resolution of the governing board, a Multiple Subject or Standard Elementary credential holders to teach with his/her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 total semester units or 6 upper division units in the subject to be taught, and;

WHEREAS, Education Code 44258.2 allows that the holder of a single subject or standard teaching credential with his or her consent, be assigned by action of the local governing board to teach classes in grades five to eight, inclusive, if he or she has a minimum of 12 semester units, or 6 upper division or graduate units of coursework at an accredited institution in the subject to which he or she is assigned, and;

WHEREAS, the Middle School uses Interdisciplinary Teams as the primary method of instruction, and;

WHEREAS, those teams require teachers with Multiple Subject or Standard Elementary Credentials, at times, to teach a single subject, and;

WHEREAS, they have consented in writing, to teach that subject as per Education Code Section 44256(b) and Education Code Section 44258.2;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Willits Unified School District does hereby authorize the aforementioned teachers to teach single subjects on Interdisciplinary Teams.

PASSED AND ADOPTED, this 9<sup>th</sup> day of June 2021, at a regular meeting of the Governing Board of the Willits Unified School District in Willits, California.

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WUSD Board President

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Mark Westerburg, Superintendent

**WILLITS UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**

TO: Board of Trustees  
FROM: Trina Cardillo, Human Resources  
DATE: June 9, 2021  
RE: Declaration of Need for Fully Qualified

**Objective**

To receive approval of the 2021/2022 Declaration of Need for Fully Qualified Educators

**Background**

The California Commission on Teacher Credentialing requires the Declaration of Need for Fully Qualified Educators to be updated and approved by the Board as an action item on an annual basis. This is a working document that may be revised throughout the year as staffing needs arise.

**Funding/Source**

None

**Recommendation**

Administration recommends approval of the 2021/2022 Declaration of Need for Fully Qualified Educators.



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2021/22  
 Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Willits Unified School District District CDS Code: 65623

Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 13 / 2021 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2022.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Trina Cardillo</u>		<u>Human Resources Director</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>(707)459-7862</u>	<u>(707)459-5314</u>	<u>06/09/2021</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>1277 Blosser Lane Willits, CA 95490</u>		
<small>Mailing Address</small>		
<u>trinacardillo@willitsunified.com</u>		
<small>Email Address</small>		

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**



Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	4 _____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)  List target language(s) for bilingual authorization: _____	_____  _____
<input checked="" type="checkbox"/> Resource Specialist	3 _____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	2
Special Education	4
TOTAL	8

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university intern program?  Yes  No

If yes, how many interns do you expect to have this year? 9

If yes, list each college or university with which you participate in an intern program.

Dominican, Humboldt State, Sonoma State, National, Brandman, Univ. of Phoenix,

North Coast School of Education through Sonoma County Office of Education,

Cal State teach

If no, explain why you do not participate in an intern program.

\_\_\_\_\_  
\_\_\_\_\_

**WILLITS UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**

TO: Board of Trustees  
FROM: Trina Cardillo, Human Resources  
DATE: June 9, 2021  
RE: Annual Statement of Need 30 Day Substitutes

**Objective**

To receive approval of the 2021/2022 Annual Statement of Need 30 Day Substitutes

**Background**

The California Commission on Teacher Credentialing requires the Annual Statement of Need 30 Day Substitutes to be updated and approved by the Board on an annual basis.

**Funding/Source**

None

**Recommendation**

Administration recommends approval of the revised 2021/2022 Annual Statement of Need 30 Day Substitutes.



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## ANNUAL STATEMENT OF NEED

### 30-DAY SUBSTITUTE TEACHING PERMITS and DESIGNATED SUBJECTS VOCATIONAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

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#### INSTRUCTION TO THE EMPLOYER

The Statement of Need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single Statement of Need form (on reverse) and retain the form at the school districts office.

The form must be completed annually. It indicates that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

The Statement of Need form does not list a specific employee or their position. It does not need to be co-signed by the County Superintendent of Schools, but only signed by the Superintendent of the Employing School District.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application. However, the County Superintendent of Schools whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's Statement of Need form to accurately fulfill these duties.

County Superintendent of Schools Offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, a completed Statement of Need form. The County Superintendent of Schools will sign the form.

The Commission is not requiring that the school boards approve the Statement of Need. Each individual school district may establish its own policy regarding this.

References: California Education Code, Sections 44225 and 44254 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

*(continued)*

The form must be signed by **either**:

- X The District Superintendent of Schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.
- The County Superintendent of Schools and filed at the County Superintendent of Schools' Office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

The District Superintendent of Schools or the County Superintendent of Schools, has reviewed the information contained in this Statement of Need and certifies the following:

- X Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.
- The situation or circumstances that necessitates the use of an emergency permit holder are described as follows: (Use and attach additional sheets, if necessary.)

► *This does not need to be submitted to the California Commission on Teacher Credentialing.*

I hereby certify that all of the information contained in this Statement of Need is true and correct.

	Willits USD	6/09/2021
<hr/>		
<i>Signature of District Superintendent</i>	<i>District</i>	<i>Date</i>
 <hr/>		
<i>Signature of County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

# WILLITS UNIFIED SCHOOL DISTRICT

## EMPLOYMENT AGREEMENT

### Superintendent

THIS AGREEMENT is entered into as of the 18<sup>th</sup> day of May 2021, made by and between the Governing Board of and on behalf of the Willits Unified School District ("District" or "Board") and Joseph R. Aldridge, ("Superintendent").

1. **Term:** District hereby employs Superintendent for a period of three (3) years, beginning on the 1st day of July 2021 and terminating on the 30th day of June 2024, subject to the terms and conditions set forth below. The Governing Board shall evaluate the Superintendent annually. Each evaluation shall cover the period from July 1 to June 30 and will be completed in August each year. At the end of year two (2), if the Superintendent's evaluation is either highly effective or effective the contract term shall be increased one (1) additional year to June 30, 2025.
2. **Salary:** The Superintendent's annual base salary of \$150,000 for each year of the contract, is payable in twelve (12) monthly payments. At the discretion of the Board they will review the Superintendent's performance and consider an increase not to exceed 1.5% for 2022/23 and 2023/24 fiscal year. Any increases to the Superintendent's salary shall begin July 1 of each school year.

The Board reserves the right to change the Superintendent's salary for any year or portion of the year of this contract with the mutual written consent of the Superintendent and the Board. In no event shall the Superintendent's salary be reduced below the initial salary stated in this Agreement, (unless there is a district-wide salary reduction for all employees), or any subsequent increase to such salary. A change in salary shall not constitute the creation of a new contract or extend the termination date of this Agreement.

### 3. Superintendent's Duties.

- a. **General Duties:** The Superintendent is employed as District Superintendent and shall perform the duties of District Superintendent as prescribed by the laws of the State of California and the District's job description for Superintendent, if any. The Superintendent shall have primary responsibility for execution of Board policy and responsibility for the duties prescribed by Education Code Section 35035. The Superintendent shall be the Board's Chief Executive Officer.
- b. **Personnel Matters:** The Superintendent shall have primary responsibility in making recommendations to the Board regarding all personnel matters, including selection, assignment and transfer and dismissal of employees.
- c. **Administrative Functions:** The Superintendent as Chief Executive Officer, shall:



- (1) review all policies adopted by the Board and make appropriate recommendations to the Board;
- (2) periodically evaluate or cause to be evaluated, all District employees;
- (3) advise the Board of sources of funds that might be available to implement present or contemplated District programs;
- (4) assume responsibility for those duties specified in Education Code section 35035;
- (5) endeavor to maintain and improve his professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations;
- (6) establish and maintain positive community, staff and Board relations;
- (7) serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters;
- (8) recommend to the Board District goals and objectives;
- (9) unless unavoidably detained, attend all regular, special and executive session meetings of the Board.
- (10) obtain and maintain all licenses, credentials, certificates, permits and approvals of whatever nature that are legally required to fulfill the superintendent's obligations as the Superintendent of the District;
- (11) perform duties assigned to the Superintendent by the Board that are appropriate and consistent with the professional role and responsibility of the Superintendent.

d. **Board Relations:**

- (1) the Board, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its/their attention to the Superintendent for study and recommendation, and shall refrain from individual interference with the administration of school policies, except through Board action.
- (2) in addition to directing all complaints/criticisms/suggestions concerning the District or any of its personnel directly to the Superintendent as set forth above, the Board agrees that it shall work with the Superintendent in the spirit of cooperation in teamwork, and shall provide the Superintendent with periodic opportunities to discuss Board/Superintendent relationships. Whenever it is deemed desirable by either a majority of the Governing Board, or by Superintendent, and outside adviser will be mutually selected by the Board and Superintendent, and shall be paid for by the District to facilitate discussion and relationships of the Board and Superintendent, and advancement of the best interests of the District.

4. **Outside Professional Activities:** By prior approval of the Board, the Superintendent may undertake for consideration outside professional activities, including, but not limited to, consulting, speaking and writing, so long as such outside professional activities do not, in the Board's sole judgment, interfere with the Superintendent's performance of his duties. The Superintendent's outside professional activities shall not occur during work hours or on site at any District facility. In no event will the Board be responsible for any expenses attendant to the performance of such outside activities.
5. **Evaluation:** The Board may evaluate and discuss the performance of the Superintendent at any time during the term of this Agreement. The Board and the Superintendent shall annually develop and agree upon performance goals that shall serve as the basis for the annual evaluation. Performance goals shall be established no later than the first meeting of the Board in September of each year. The Board shall devote a portion of at least one (1) meeting annually for discussion and evaluation of the performance and working relationship between the Superintendent and the Board. Every effort will be made to conduct this meeting by a date to be determined by the Board and the Superintendent. Such meeting shall be conducted in closed session unless mutually agreed otherwise. Evaluations shall be based upon the mutually developed and agreed upon performance goals and objectives for that year's evaluation. After reviewing the performance of the Superintendent, the Board shall notify the Superintendent in writing whether he has performed, in the Board's judgment, highly effective, effective, or improvement is necessary.

If the Board determines that the performance level of the Superintendent is improvement necessary, the Board shall communicate its evaluation to the Superintendent. If the Board evaluates the Superintendent in writing, the written evaluation shall be delivered to the Superintendent and a copy of the evaluation shall be placed in the Superintendent's personnel file. The Superintendent's written comments shall be filed with the evaluation in a sealed envelope in the Superintendent's personnel file and marked "Confidential: To be Opened by Authorized Personnel Only." The Board shall, if requested by the Superintendent, meet and discuss the contents of the evaluation with the Superintendent, within a reasonable time after the Superintendent has heard or received the evaluation. Evaluations of the Superintendent shall only be discussed in closed session.

#### 6. **Termination of Contract**

- a. **Mutual Consent:** This Agreement may be terminated at any time by mutual consent of the Board and the Superintendent upon thirty (30) days prior written notice.
- b. **Nonrenewal of Agreement by the District:** The Governing Board may elect not to renew this Agreement for any reason by providing the Superintendent with forty-five (45) days written notice prior to the expiration of this Agreement, in accordance with Education Code Section 35031. The Superintendent shall inform each member of the Board of this notice requirement on or before January 1 of the year in question.
- c. **Termination of Status as a Certificated Employee:** The Superintendent's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provision of law.
- d. **Termination as Superintendent for Cause:** The Superintendent's status as Superintendent and all of the Superintendent's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; any ground enumerated in the Education Code; or the Superintendent's failure to perform his responsibilities as set forth in this Agreement, as defined by law, or as specified in the Superintendent's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written



statement of the grounds of termination has first been served upon the Superintendent. The Superintendent shall then be entitled to a conference with the Board at which time the Superintendent shall be given a reasonable opportunity to address the Board's concerns. The Superintendent shall have the right to have a representative of his choice at the conference with the Board. The conference with the Board shall be the Superintendent's exclusive right to any hearing otherwise required by law.

- e. **Early Termination:** Early Termination. The Board unilaterally and without cause may terminate this Agreement and the Superintendent's status as Superintendent and reassign the Superintendent to any available position which the Superintendent is credentialed to perform by providing the Superintendent a minimum of forty-five (45) days' notice of termination and reassignment. In consideration of the Board's right to terminate this Agreement without cause, the District shall pay the Superintendent his then current salary for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination or reassignment, whichever is less. If the Superintendent elects not to accept the position to which the Superintendent has been reassigned, the Superintendent may resign and elect to receive the difference between the Superintendent's then current monthly salary and the monthly salary rate for the position to which the Superintendent has been reassigned for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination and reassignment, whichever is less.
7. **Eringe Benefits:** During the term of this Agreement, the Superintendent shall be entitled to the same District-paid health, dental, vision benefits as provided to other certificated employees of the District. The Superintendent shall be allocated twelve (12) days of sick leave annually. Unused sick leave shall accrue annually pursuant to the California Education Code.
8. **Automobile Expenses:** Superintendent shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the County of Mendocino in accordance with the terms of this Agreement and Board policy.
9. **Sick Leave:** The Superintendent shall be allocated 12 days of sick leave annually.
10. **Duty Days:** The Superintendent shall be required to render 220 days of full and regular services each fiscal year to the District during the term of this agreement. Non-duty day shall be scheduled by the Superintendent's so as to avoid as much reasonably possible disruption of his duties.
11. **Medical Examination:** As a precondition to employment with the District, the Superintendent shall be required to satisfactorily pass a physical examination conducted at District expense by a physician appointed by the Board. Thereafter, the superintendent shall be required to take a physical examination at least once every year. The report of each such physical examination shall be given directly to the Superintendent; however, the examining physician shall advise the Board in writing of the Superintendent's continued physical fitness to perform the duties of Superintendent. The costs of the physical examination shall be paid by the District unless such costs are covered by an applicable health insurance plan.
12. **Reporting Requirements:** The Superintendent shall report to the Governing Board in writing on approximately a quarterly basis, his use of sick leave and non-duty days.
13. **Professional Meetings:** The Superintendent is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings..

14. **Expense Reimbursement:** The District shall reimburse the Superintendent for actual and necessary expenses incurred by the Superintendent within the scope of his employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Superintendent shall submit and expense claim to the Board in writing for the Superintendent's reimbursable expenses for the prior month. The Superintendent's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.
15. **Relocation Expenses:** Superintendent will receive a one-time payment of up to \$3000 to cover relocation and moving expenses. The receipts for these expenses shall be provided to the District business office.
16. **Professional Dues:** The District shall pay Superintendent's expense and dues for membership in professional organizations including the Association of California School Administrators ("ACSA"), and such other professional associations in which this Superintendent may participate. With the prior approval of the Board representative, the District shall also pay on behalf of Superintendent expenses incurred in attendance for regional or state conferences, seminars or meetings which are devoted to matters related to the benefit and welfare of the District.
17. **Cell Phone Allowance:** The Superintendent will be required to provide a cell phone as part of his duties. The superintendent will therefore receive a cell phone allowance of \$35. per month to conduct District business. It is the intent of both parties that this allowance shall be treated as salary for the purposes of taxation and is credible compensation for CaLSTRS purposes and as permitted by law and CalSTRS circulars/advisories.
18. **General Provisions**
  - a. **Governing Law and Venue:** This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Mendocino County, California, and no other place.
  - b. **Entire Agreement:** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
  - c. **No Assignment:** The Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement.
  - d. **Seniority:** The Superintendent shall not be considered a school site administrator for purposes of Education Code Section 44956.5.
  - e. **Modification:** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
  - f. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement still continue in full force and effect.
  - g. **Abuse of Office or Position**



1. Any salary provided to Superintendent pending an investigation shall be fully reimbursed by Superintendent to the District if Superintendent is convicted of a crime involving the abuse of his office or position, as set forth in Government Code sections 53243 and 53243.4.
2. Any funds for the legal criminal defense of Superintendent provided by the District shall be fully reimbursed by Superintendent to the District if Superintendent is convicted of an abuse of his office or position, as set forth in Government Code sections 53243.1 and 53243.4.
3. Regardless of the term of this Agreement, if this Agreement is terminated, any cash settlement related to the termination that Superintendent receives from the District shall be fully reimbursed to the District if Superintendent is convicted of a crime involving an abuse of his office or position, as set forth in Government Code sections 53243.2 and 53243.4.

This Agreement was approved by the Board of Trustees at their June 9, 2021 regular Board meeting.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent

5-18-2021  
\_\_\_\_\_  
Date

**WILLITS UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**

TO: Board of Trustees  
FROM: Nikki Agenbroad, Director of Fiscal Services  
DATE: June 9, 2021  
RE: First Reading of Board Policy Revision: BP 3100 Budget

**Objective**

To conduct a first reading of revisions to Board Policy 3100.

**Background**

Current board policy does not set a specific reserve level. The proposed policy revision sets the reserve level and adds language for the board to establish a plan to restore the reserve if it should fall below the threshold. Adequate reserves allow a district to better weather economic downturns by allowing sufficient time to align expenditures with revenues and creates a safe cash flow position. During difficult budget years the State may choose to defer cash payments to districts. Districts without sufficient cash on hand must then borrow cash at an additional expense in order to meet obligations such as payroll and utility payments.

**Funding/Source**

Unrestricted General Fund. Potential savings when sufficient cash on hand preempts the need for borrowing.

**Recommendation**

First reading, no action necessary.

**Policy 3100: Budget**

**Status:** DRAFT

**Original Adopted Date:** 06/12/2019

The Board of Trustees recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

#### Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget at a public meeting held after the date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary

to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

#### Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

#### Budget Criteria and Standards

The district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit

spending, fund balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

#### Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

#### Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties ~~that is consistent with the percentage or amount specified in 5 CCR 15450.~~ **of 17%, which represents an average of two months of expenditures. If at estimated actuals in June the projected reserve falls below this threshold, the board shall establish a plan for restoring the reserve to 17%.**

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

#### Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)



(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

#### Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact

budget projections.

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