

**WILLITS UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
Regular Business Meeting
Willits High School Media Center
299 North Main Street, Willits, CA
Thursday June 27, 2019
Closed Session-4:00 p.m.
Open Session 4:30 p.m.**

REVISED-Agenda

1. Call Meeting to Order
2. Agenda Approval
3. Public Comments on the Closed Session Items

At this time, comments from members of the public are accepted by the Board on items listed on the Closed Session Agenda and within the jurisdiction of the Board of Trustees. The Board is prohibited by law from taking action in Open Session on items on the Closed Session Agenda, but may ask questions to clarify the speaker's comments and refer the speaker to follow up with a specific staff member.

4. Recess to Closed Session
5. Closed Session
 - A. Public Employee Performance Evaluation, Superintendent (G.C. 54957)
6. Reconvene to Open Session
7. Flag Salute
8. Report Out of Closed Session
9. Flag Salute
10. Action/ Discussion
 - A. Approval of ConApp 2019/20 Application for Funding
 - B. *Public Disclosure, Fiscal Impact of WTA & CSEA Union Agreements, Classified Confidential, Classified Management, Administration
 - C. *Approval of Superintendent's Performance Salary Augmentation
 - D. *Approval of 2019/20 Declaration of Need for Fully Qualified Educators
 - E. *Approval of the 2019/20 Annual Statement of Need
11. Public Comments for Items Not on the Agenda
12. Adjournment

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.

This agenda is also available online at www.willitsunified.com WEB STREAMING OF BOARD MEETINGS: www.willitsunified.com. For technical assistance, please contact Jennifer Maples (707) 459-5314 ext. 1105

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

NOTICE OF PUBLIC DISCLOSURE

Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction, (*Assembly Bill 1200 and Government Code Section 3547*).

DATE: Thursday, June 27, 2019

MEETING TIME: 4:00 p.m.

LOCATION: Willits High School Media Center
299 North Main Street
Willits, CA 95490

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

TO: Board of Trustees
FROM: Mark Westerburg, Superintendent
DATE: June 27, 2019

RE: Superintendent Westerburg, performance salary augmentation

Priority: Communication

Objective: Directive from the Board

Background:

The Board will annually review the Superintendent's performance and consider a performance salary augmentation not to exceed 3% of the contract amount.

Recommendation:

Approval of Superintendent's 3% performance salary augmentation

WILLITS UNIFIED SCHOOL DISTRICT
SUPERINTENDENT'S OFFICE

TO: Board of Trustees
FROM: Laura Sleeper, Human Resources
DATE: June 27, 2019
RE: Declaration of Need for Fully Qualified

Objective

To receive approval of the 2019/20 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 2019/20 Declaration of Need for Fully Qualified Educators.



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2019/20
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: WILLITS UNIFIED 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 6 /27 /19 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, 2020.

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

<u>LAURA SLEEPER</u>		<u>HUMAN RESOURCES DIRECTOR</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>7074597862</u>	<u>7074595314</u>	<u>06/26/2019</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<u>1277 BLOSSER LANE WILLITS, CA 95490</u>		
<i>Mailing Address</i>		
<u>LAURASLEEPER@WILLITSUNIFIED.COM</u>		
<i>E-Mail Address</i>		

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:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-mail Address</i>		

► *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
CLAD/English Learner Authorization (applicant already holds teaching credential)	6 _____
Bilingual Authorization (applicant already holds teaching credential)	1 _____
List target language(s) for bilingual authorization: <u>SPANISH</u>	
Resource Specialist	2 _____
Teacher Librarian Services	0 _____

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	3
Single Subject	2
Special Education	3
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 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 internship 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. We work with several universities, and are a small school district

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

If yes, how many interns do you expect to have this year? 6

If yes, list each college or university with which you participate in an internship program.
National, Alliant, Dominican, SOнома, HUmboldt, Chico, NCSOE, Brandman, CalState Teach

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

WILLITS UNIFIED SCHOOL DISTRICT
SUPERINTENDENT'S OFFICE

TO: Board of Trustees
FROM: Laura Sleeper, Human Resources
DATE: June 27, 2019
Re: Annual Statement of Need 19/20

Objective

To receive approval of the 2019/20 Annual Statement of Need

Background

The California Commission on Teacher Credentialing requires the Annual Statement of Need to be updated and approved as an action item by the Board 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 2019/20 Annual Statement of Need.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This 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 (below) and retain the form at the school district office.

The form must be completed annually, indicating 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.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

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, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

