MINUTES

Present: Mrs. Cynthia Evers
Mr. Jeff Gospe
Mr. Mike Cook
Mrs. Shelby Moeller
Mrs. Carol Lynn Wood

Administrators: Ms. Tracy Smith, Superintendent
Dr. Joe Pandolfo, Deputy Superintendent of Business
Mrs. Cathy Myhers, Assistant Superintendent of Student Services
Mr. Mike Herfurth, Assistant Superintendent of Curriculum

Others: Interested Staff and Community Members

1. OPEN SESSION
Mrs. Evers called the meeting to order at 4:06 p.m.

2. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS
None

3. CLOSED SESSION:
Mr. Gospe moved and Mrs. Wood seconded to recess to closed session at 4:07 p.m. to discuss the following:

3.1 Conference with the Board’s labor negotiator, Tracy Smith and Counsel Karen Rezendes, regarding Gov. Code 54957.6:
-Negotiations with Rincon Valley Union Teachers’ Association (represented certificated employees)

3.2 Conference with the Board’s labor negotiator, Tracy Smith, regarding Gov. Code 54957.6:
-Negotiations with California School Employees Association (CSEA) Chapter #284

3.3 Public Employment, Gov. Code 54957
-Director of Fiscal Services
4. **OPEN SESSION: PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL**  
   Mrs. Wood moved and Mrs. Moeller seconded to adjourn closed session and return to open session at 6:00 p.m.: Unanimous.

5. **ANNOUNCEMENT OF CLOSED SESSION DECISIONS**  
   Mrs. Evers announced that all closed session items were discussed and no action was taken.

6. **PUBLIC HEARING**  
   Assurance of Pupil Textbooks and Instructional Materials  
   Williams Settlement Legislation 2019-2020  
   Mrs. Evers opened the public hearing for comments at 6:04 p.m.  
   Comments: None  
   Public hearing closed at 6:05 p.m.

7. **AGENDA MODIFICATIONS**  
   None

8. **AGENDA AND CONSENT ITEM APPROVAL**  
   Mr. Gospe moved and Mrs. Wood seconded to approve the agenda and following consent items with one abstention from Warrant #1736749 by Mrs. Evers: Unanimous.  
   Note: There is no Item 8.5.

8.1 Minutes of August 8, 2019 Special Board Study Session

8.2 Governance Handbook
   *This is the final Governance Handbook that has been discussed and revised at the recent Governance Workshops.*

8.3 North Coast Teacher Induction Program – MOU
   *This is a Memorandum of Understanding between Sonoma County Superintendent of Schools as the Local Educational Agency for the North Coast Teacher Induction Program, Participating County Office of Education, and Participating School Districts and Employing Agencies.*

8.4 Retainer Agreement for Legal Services with Lozano Smith Attorneys at Law

8.6 Student Teaching Agreement between Grand Canyon University and Rincon Valley Union School District from July 1, 2019 through June 30, 2020.
8.7 Community Advisory Committee Representative
This names Larkin O’Leary as Rincon Valley Union School District’s representative to serve on the County Community Advisory Committee.

8.8 Diamond Assets – Sell Back MacBooks
This is a quote for selling back 60 of the Rincon Valley Charter School MacBook Air 11” – Mid 2013 to Diamond Assets.

8.9 Resolution #09-19-04, Signature Authorization on Business Clearing Account #0130014196, Cafeteria Account #0130012109, and RVUSD Revolving Fund Account #1130024100 Taxpayer Identification Number 68-0262005
This Resolution retires Stella Bratsis signature authorization from the following Checking Accounts and adds Tracy Smith, Superintendent
- Business Clearing
- Cafeteria
- RVUSD Revolving Fund

8.10 Resolution #09-19-05, Signature Authorization on the Child Development Checking Account #0131023186 Taxpayer Identification Number 68-0262005
This Resolution retires Joy Lindeman and Stella Bratsis signature authorization from the Child Development Checking Account and adds Seth Weinberg, Extended Care Program Director, and Tracy Smith, Superintendent.

8.11 Lower Emission School Bus Program, Resolution #09-19-06
This resolution authorizes the Transportation Department to submit a grant request and participate in the Lower Emission School Bus Program.

8.12 Approval of Purchase Orders
These are purchase orders dated August 1, 2019 – August 31, 2019.
Numbers: B20-00107 – P20-00183

8.13 Approval of Warrants:
These are purchase orders dated August 1, 2019 – August 31, 2019.
Numbers: 1732857 – 1737790

8.14 CSBA Policy Updates – July 2019
Adopt Revised:
BP 1112 Media Relations
AR 3320 Claims and Actions Against the District
BP/AR 3551 Food Service Operations/Cafeteria Fund
AR 4117.7 4317.7 Employment Status Reports
BP 4119.24, 4219.24, 4319.24 Maintaining Appropriate Adult-Student Interactions (New Policy)
BP/AR 4218 Dismissal/Suspension/Disciplinary Action (New Policy)
BP/AR 4218.1 Dismissal/Suspension/Disciplinary Action (Merit System)
(New Policy)
BP 5123 Promotion/Acceleration/Retention
BP/AR 6142.2 World Language Instruction
AR 6145.2 Athletic Competition
BP/AR 6174 Education for English Learners
BP 6179 Supplemental Instruction
BB 9321 Closed Session
E (1) (2)9321 Closed Session (New Policy)

9. ANNOUNCEMENTS AND CALENDAR
Mrs. Evers announced the following:

September 23, 24, 26, 27, 30 Fall Conferences
October 1, 3, 4

September 26 Agenda Setting
8:00 a.m. – Superintendent’s office

October 7 Rincon Valley Education Foundation
6:00 – 7:00 p.m., District Office

October 8 Regular Board Meeting
6:00 p.m., District Office

10. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD
None

11. SUPERINTENDENT’S COMMENTS, LEGISLATIVE UPDATE, CORRESPONDENCE
Ms. Smith commented on the following:

- Welcome everyone! Happy to have you at the Board meeting where you can listen to our work.
- First SPAC (Superintendent Parent Advisory Committee) met last week. Parent leaders are amazing. They have already created a bond, sharing ideas to create community.
- Attendance app will roll out next week to parents so they can fill out a form to report their child’s absence on their Thrillshare app.
- Legal Update regarding school start times. No changes for Rincon Valley.
- Back to School Nights were wonderful. Nice to see summer work woven into presentations. Thank you to the Board for attending.
- Budget Information Sessions will be held once a month on a Tuesday, 3:30 – 4:30 at the district office. Anyone interested in attending is welcome. The first meeting will be held on September 17.
- Power Shutdowns-SCOE held a workshop/informational meeting on September 9 to discuss PG&E power shutdowns and the impact they will have on school districts. We will be practicing forms of communication.
- September 11 Wednesday In-Service will focus on small group instruction.
• Ms. Smith’s Favorite day of the week is Tuesday site visits. Amazing energy at the schools. Great to see the P.E. program and second year of music program in action.

12. AWARDS

12.1 Classified Employee of the Month
Mr. Gospe moved and Mrs. Moeller seconded to approve the Resolution for Rocellie Lansangan, Classified Employee of the Month of September, 2019: Unanimous.

Mr. Gospe read the resolution. Mrs. Acosta, Whited Principal, read her letter commending Rocellie’s work as Whited’s Cook. Rocellie is a master multi-tasker while remaining calm. Her fantastic sense of humor makes everyone laugh. Cel took on various positions at the district office over the summer and has recently been hired as the business clerk at the district office. She will be greatly missed at Whited.

12.2 Certificated Employee of the Month
Mrs. Moeller moved and Mr. Gospe seconded to approve the Resolution for Jen Gallaway, Certificated Employee of the Month of September, 2019: Unanimous.

Mrs. Moeller read the resolution. Mrs. Kjaer, Binkley Principal, read her letter recognizing Jen’s strengths as a teacher and colleague. Jen values relationships, creativity, strength, recognition, and leadership. Jen lives out those values in her classroom, with children and their families, and with her colleagues. She understands the hearts of students and takes the time to find out exactly what each student needs to progress and then sets up a plan of action. Mrs. Kjaer thanked Jen for her unwavering dedication to this noble profession.

13. INFORMATION

Instruction

13.1 Rincon Valley Education Foundation Report
Mrs. Megan Fonseca, RVEF Director, reported on the Rincon Valley Education Foundation’s goals for 2019-20. The foundation would like to have a joint session with the Board to rewrite the RVEF mission statement. All positions are filled on the RVEF board. The goal is to fund the district science facilitators as well as some programs that enrich the education experience for the students.
13.2 **School Site Report**  
Cecilia Holt represented Village School and reported on their SBAC success. Mrs. Holt explained the process that Village follows to increase student success, which includes data meetings, collaboration, synergy and interventions. Village’s EL and math scores increased significantly this past year.

13.3 **Curriculum & Instruction Update**  
Mr. Mike Herfurth reported on the following:

13.3a **Summer Jumpstart**  
This summer the district decided to open up the registration for Jump Start to any incoming kindergarten student whom the kindergarten teachers felt could benefit from the program based on the screening the teachers administered. 32 students were invited to participate and 20 students accepted the invitation and attended. There was a 96% attendance rate.

The purpose of the Jump Start program is to provide kindergarten readiness skills. Typically these are students who did not attend preschool. During the two week program the teachers focused on learning procedures and routines to help the students be prepared for kindergarten, learning proper pencil grip, counting to 10, basic letter naming, and social emotional skills.

13.3b **Science Adoption Timeline**  
RVUSD is looking to adopt a new science curriculum to align with the New Generation Science Standards (NGSS). The district has been waiting for publishers to create programs for adoption. A Science Committee is in place. They will meet on October 8, 2019 for an NGSS presentation from Anna Vandordrecht and preview publishers. Next steps include setting up a pilot and then bring a recommendation to the Board, order materials, set up training, and implement curriculum. There is an option to look at a K-5 and 6-8 science adoption.

13.3c **Differentiation Professional Development**  
One of the summer professional development opportunities was a week-long course on Differentiation. Principal, Jenny Lynch, and consulting teachers Kathy Alexander and Colette Haldi planned and lead the course. They presented an overview of what was covered in the course to the Board. Some of the teachers that attended shared some of the things they enjoyed, learned, and brought back to their classrooms this year. Staff would like to offer two sessions next summer and possibly a Differentiation 2.0.

13.3d **Center for Educational Leadership**  
The Rincon Valley Union School District is entering its third year partnering with the Center for Educational Leadership (CEL). Mr. Herfurth gave an overview of the first two years of CEL work.
This school year the administrators will be taught how to have targeted feedback conversations with teachers. This is an area that principals identified as wanting more training in to help have conversations with teachers after observations. We are also looking at ways to have principals lead walkthroughs on their site so teachers can visit the classrooms of other teachers to learn and grow. We will use the 5 Dimensions as a guide.

13.4 Student Services Update
Mrs. Myhers reported on the following:

13.4a BP/AR 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction
This policy was brought back for further discussion. The legal requirement is clear, but how we instruct our students is left to our discretion as long as it contains the necessary elements. The next step includes identifying the curriculum available to comply with the requirements. A committee consisting of general education teachers, a school counselor, and a nurse will review the curriculum to make adjustments to meet our grade level make-up needs. Following the work of the committee, information will be brought back to the Board to consider.

13.4b BP 5030 Wellness Policy
The Wellness Council met on September 9. The Council reviewed the required components of a Wellness Policy and began drafting guidelines. The focus for this year is to formalize the district’s plan for no food birthdays, before lunch parties, and smart snacks. There will be a multi-year rollout of guidelines that will include physical and mental components. The district is not managing what parent clubs do for their fundraisers. The committee will break up into subcommittees to focus on each guideline.

Fiscal

13.5 Rincon Valley Charter School Update
Board of Trustees discussed future plans for the Rincon Valley Charter School. One of the first decisions that needs to be made is whether to merge the two campuses onto one campus creating a larger 300 student 7-8 middle school program. A decision has been delayed due to the resignation of the superintendent, October 2018. The Rincon Valley Charter Exploratory Committee started meeting in December 2016. The Board received a summary of the information collected to date. All documents related to this summary are available in the district office and will be posted on our website.

Ms. Smith presented a timeline of next steps/meetings and activities for making a final decision for the RVCS campuses. There will be opportunities for discussion and input from RVCS, Spring Creek, Matanzas and Sequoia staffs, community, and Board. The goal is for the Board to give direction at the November 12 Board meeting.
Governance

13.6 District Organizational Chart 2019-20
Board of Trustees discussed the District Organizational Chart for 2019-20. The modifications to the chart this year include:
- Director of Fiscal Services has become an Accountant position
- Receptionist position at the district office has been eliminated
- Music program oversight now resides with the Assistant Superintendent of Curriculum and Instruction
- Extended Care Program now falls under the supervision of the Superintendent
- Overall streamlining of the chart for clarity

14. ACTION

Instruction

14.1 Declaring that Each Pupil in the District has Sufficient Textbooks and/or Instructional Materials, 2019-2020, Resolution #09-19-02
Mrs. Wood moved and Mr. Cook seconded to approve Resolution #09-19-02, declaring that we provide each student with sufficient textbooks and/or instructional materials for the 2019-20 school year: Unanimous.

Fiscal

14.2 2018-2019 Unaudited Actual Report, Rincon Valley Union School District
Mr. Gospe moved and Mrs. Wood seconded to accept the Unaudited Actual Report that summarizes the district's financial transactions for FY2018-2019: Unanimous.

Dr. Pandolfo reviewed the Unaudited Actuals Financial Data and answered questions. A summary of this data is included in the memo to the Board and is in the board packet posted on the district website.

14.3 Resolution #09-19-03, GANN Limit
Mrs. Wood moved and Mrs. Moeller seconded to approve the annual GANN Limit, Resolution #09-19-03: Unanimous.

14.4 Rincon Valley Education Foundation Pledge to Rincon Valley Union School District
After discussion, Mr. Cook moved and Mr. Gospe seconded to accept a check in the amount of $12,200.00 from the Rincon Valley Education Foundation for the 2019-20 school year: Unanimous

Mrs. Fonseca, RVEF Director, indicated that this check allows the release of funds for specific programs. An additional donation will be presented at the end of the year, which can fund the science facilitators.
15. PERSONNEL
Mr. Gospe moved and Mrs. Moeller seconded to approve the following personnel items: Unanimous.

15.1 Certificated – New Hires
- Marianne Etchell-Allen, School Nurse, District, effective August 8, 2019
- Flora Henningsen, School Nurse, District, effective August 19, 2019

15.2 Classified Management – Resignation
- Stella Bratsis, Director, Fiscal Services, District, effective October 1, 2019

15.3 Classified – New Hires
- Kelly Kohler, EL Assistant & Noon Duty I, Sequoia, effective August 8, 2019
- Amelia Lansangan, Day Care Assistant, Binkley, effective August 8, 2019
- Alapaki Peniata, Campus Supervisor, RVCS – Sequoia, effective August 8, 2019
- Sophia Gittleman, EL Assistant, Madrone, effective August 14, 2019
- Sandra McCormick, Noon Duty I, Spring Creek, effective August 19, 2019
- Doris Bergum, Science Facilitator, Austin Creek, effective August 20, 2019
- Ana Cecilia Gutierrez Franco, Food Service Cook, Austin Creek, effective August 21, 2019
- Daniela Cruz Vasquez, Noon Duty I, Madrone, effective August 25, 2019
- Roseanne Vorlob, Science Facilitator, Noon Duty & Day Care Asst., Village, effective August 27, 2019
- Cindy Zepeda Eufacio, Day Care Coordinator, Spring Creek, effective August 28, 2019
- Francisco Galvan-Morfin, Sub Custodian, District, effective August 30, 2019
- Marisa Hansen, Occupational Therapist, District, effective September 3, 2019
- Charles Tillman, Food Service Cashier, Austin Creek, effective September 3, 2019
- Mayra Galvan, Noon Duty I, Whited, effective September 4, 2019
- Andrea Stuart, Office Clerk, RVP, effective September 4, 2019

15.4 Classified – Resignations
- Miriam Maceda, Food Service Cashier, Village, effective August 1, 2019
- Jeanette McIntyre, Noon Duty I, Matanzas, effective August 8, 2019
16. **CSEA / RVUTA COMMENTS**

**CSEA:** No comments

**RVUTA:** Mrs. Samantha Tuor, RVUTA President, read a statement addressing the following topics:
- Teachers working past contract hours – supplemental timesheets
- Contract language
- Free Daycare no longer offered
- Hours cut for support staff
- Purchase of Oak Park Property

17. **BOARD OF TRUSTEE COMMENTS/COMMITTEE REPORTS/REQUESTS FOR INFORMATION**

No comments

18. **FUTURE AGENDA ITEMS**

- RVP Report
- EL Status
- MTSS
- Budget Committee Report
- Charter Renewal Planning (Whited, Village, Binkley)
- Test Scores
- Site Report
- William Settlement Complaint-Quarterly Report
- Sunshine Proposals
- RESIG Annual Report

19. **ADJOURN**

Mr. Gospe moved and Mrs. Wood seconded to adjourn the meeting at 8:58 p.m.

Unanimous.

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Tracy Smith
Superintendent