

PALERMO UNION SCHOOL DISTRICT

7390 Bulldog Way
Palermo, CA 95968-9700
(530) 533-4842
Fax (530) 532-1047

Superintendent
Kathleen Andoe-Nolind

Board of Trustees
Debbie Hoffman
Jessica King
Loretta Long
William Bynum
Cody Nissen

Helen Wilcox School
5737 Autrey Lane
Oroville, CA 95966
(530) 533-7626
Fax (530) 533-6949
Heather Scott, Principal

Honcut School
68 School Street
Oroville, CA 95966
(530) 742-5284
Fax (530) 742-2955
Heather Scott, Principal

Palermo School
7350 Bulldog Way
Palermo, CA 95968
(530) 533-4708
Fax (530) 532-7801
Andee Farrar, Principal

Golden Hills School
2400 Via Canela
Oroville, CA 95966
(530) 532-6000
Fax (530) 534-7982
Kristi Napoli, Principal

An Equal Opportunity Employer

BOARD MEETING AGENDA

June 24, 2020

Place: District Office
7390 Bulldog Way, Palermo, CA 95968
5:00 p.m.

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

INTRODUCTION

1. **Call to Order.** (Time_____)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION____MOTION____SECOND____VOTE_____

5. **Audience with the Board.**

Non-Agenda Items:

At this time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

6. **Audience with the Board.**

Agenda Items:

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

7. **CONSENT AGENDA**

The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

Action Items

a. **Surplus and Obsolete Requests.**

Requests to declare surplus/obsolete equipment and District property be approved and the Superintendent be directed to dispose of said equipment and property, according to the appropriate method, including disposal, as per Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy #3270. Surplus/Obsolete Items (which may include disposal of surplus property in the local dump or donation to a charitable organization due to value of such property not defraying the cost of its sale. All items below are valued at less than \$2,500).

Surplus/Obsolete Items:

Note: Paperwork on these items is available at the District Office for review.
6-marching drum harnesses; 1 sousaphone harness

Reports

b. **Palermo Account Ledger May 1, 2020 to May 29, 2020**

REFERENCE #1

CONSENT AGENDA APPROVAL:

ACTION _____ MOTION _____ SECOND _____ VOTE _____

8. **ITEMS REMOVED FROM CONSENT AGENDA**

a.

ACTION _____ MOTION _____ SECOND _____ VOTE _____

b.

ACTION _____ MOTION _____ SECOND _____ VOTE _____

9. **Staff Reports/Business Items.**

- a. It is recommended that the Declaration of Need for Fully Qualified Educators for the 2020-2021 school year (annual Board action) be approved.

REFERENCE #2

ACTION____MOTION____SECOND____VOTE_____

- b. It is recommended that the Annual Statement of Need for 30-Day Substitute teaching Permits and the Emergency Designated Subjects Vocational Education 30-Day Substitute teaching permits (annual Board action) be approved.

REFERENCE #3

ACTION____MOTION____SECOND____VOTE_____

- c. It is recommended that the 2020/2021 Palermo Union School District Budget and LCAP COVID-19 Operations Written Report be approved.
Note: Copy of documents are available at District Office or website for public review.

ACTION____MOTION____SECOND____VOTE_____

- d. It is recommended Board Resolution 20-07 Fiscal Solvency be approved.

REFERENCE #4

ACTION____MOTION____SECOND____VOTE_____

- e. Kimberly Butcher, Director of Preschool Programs, presentation.
- f. California School Employees Association, Bargaining Unit 366.
(Comments from CSEA, if any, to the Governing Board.)
- g. Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).
(Comments from PTA, if any, to the Governing Board.)

10. **Board Policies and Administrative Regulations.**

11. **Correspondence.**

12. **Superintendent's Reports.**

- COVID 19 Potential Instructional Models for 2020-2021

13. **Board Items.**

CLOSED SESSION (Time_____)

1. Closed session regarding matters of personnel/employment/evaluation all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Kathleen Andoe-Nolind, Superintendent.

OPEN SESSION (Time_____)

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

ACTION ITEMS

14. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

Superintendent:

- a. Request to carry over unused vacation days

REFERENCE #5

- b. 2019-2020 Evaluation

ACTION____MOTION____SECOND____VOTE_____

15. Expungement of the Expulsion Record for the following student who has met graduation requirements:

Student I.D. #201010

ACTION____MOTION____SECOND____VOTE_____

ADJOURNMENT (Time_____)

ASB LEDGER SHEETS 2019-20					
			2019-20		
		MONTH:	5/1/2020-5/29/2020		
ACCOUNT NAME	BEG BAL	RECEIPTS	DISBURSMENTS	TRANSFERS	ENDING BAL
102 PAL ST BODY	7903.34	0	0	0	7903.34
202 SPORTS	2105.18	0	0	0	2105.18
205 REFEREE	-82.1	0	0	0	-82.1
300 YEARBOOK	6637.07	0	-2413.34	0	4223.73
402 PAL LIBRARY	1115.47	0	0	0	1115.47
502 BAND	3482.7	0	0	0	3482.7
505 DRILL TEAM	303.11	0	0	0	303.11
506 6TH GRADE	5329.43	0	0	0	5329.43
507 7TH GRADE	1540.48	0	0	0	1540.48
509 8TH GRADE	5.18	0	0	0	5.18
511 CLUB LIVE	1968.25	0	0	0	1968.25
512 CHESS CLUB	663.72	0	0	0	663.72
	30971.83				28558.49
	30971.83				28558.49

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)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

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	
Single Subject	
Special Education	
TOTAL	

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. _____

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? _____

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

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



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

This form must be signed by either:

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.

OR

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.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

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.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows:
(Attach additional sheets, if necessary.)

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

Signature of the District Superintendent *District* *Date*

Signature of the County Superintendent of Schools *County* *Date*

It is not necessary to submit this form to the Commission on Teacher Credentialing.

Board Resolution

**Palermo Union School District
Resolution Number 20-07**

TO AUTHORIZE ONGOING BOARD APPROVED BUDGET REDUCTIONS BASED ON THE GOVERNOR’S MAY REVISION TO THE PROPOSAL FOR THE 2020-21 STATE BUDGET

WHEREAS, the Board of Education has a fiduciary duty to meet its financial obligations in the current fiscal year and two subsequent fiscal years pursuant to Education Code 42127; and

WHEREAS, for 2020-21, 2021-22, and 2022-23, it is projected that the district will need to implement revenue enhancements and/or budget reductions to the unrestricted general fund which will allow the District to meet their minimum reserve requirement in all three years; and

WHEREAS, while these actions must be taken to maintain the fiscal stability of the district, the Board of Education will continue to make every effort to sustain a high quality education program for our students; and

NOW, THEREFORE, BE IT RESOLVED, the district will implement savings from revenue enhancements and/or budget reductions in 2020-21, 2021-22, and/or 2022-23 in order to be fiscally solvent with a minimum fund balance reserve that is equal to or greater than the minimum amount required by the state.

BE IT FURTHER RESOLVED, it is recognized that a Board approved budget reduction list and an implementation timeline will be included with the 45-Day Revision or First Interim Report for 2020-21. This resolution becomes supplemental to the district’s 2020-21 Adopted Budget report.

PASSED AND ADOPTED by the Governing Board on June 24, 2020 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

STATE OF CALIFORNIA)

COUNTY OF BUTTE)

I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

MEMORANDUM

To: Palermo Union School District Governing Board
From: Kathleen Nolind, Superintendent
Subject: Request to carry over unused vacation days
Date: June 11, 2020

Due to the COVID 19 pandemic, I have found it very difficult to utilize my vacation days during the current school year and due to the current budget situation I do not believe that it is appropriate to request compensation for unused vacation hours.

My current contract stipulates the following in regards to vacation time:

- The superintendent shall take vacation during the year in which it is earned, unless the Board gives written approval to carry over unused days.
- The superintendent may elect to receive compensation for any accrued, but unused, vacation days up to ten (10) days per fiscal year.
- In the event of the termination or expiration of this Agreement, the Superintendent shall be entitled to compensation for unused accrued vacation up to a maximum of 34 days.

I am requesting the following:

- That I be given permission to carry over 21.83 vacation days for use in the 2020-2021 school year.
- In the event, that I am unable to use all of the carry over days in 2020-2021, I am requesting that I be given permission to request compensation for the unused days even if they exceed the 10 day limit as outlined in my current contract, if and when the budget allows.

Tentative vacation schedule to use 21.83 vacation carry over days:

- July 6-10, 2020 (5 days)
- October 5-9, 2020 (5 days)
- November 12-13, 2020 (2 days)
- November 23-25, 2020 (3 days)
- December 21-23, 2020 (3 days)
- December 28-30, 2020 (3 days)

COVID-19 Operations Written Report for Palermo Union Elementary School District

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Palermo Union Elementary School District	Kathleen Andoe-Nolind Superintendent	kandoe@palermok8.org (530) 533-4842 7	June 24, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 16, 2020 our district began transitioning to a distance learning instructional model due to the COVID-19 closure of all school campuses in the district. Due to our rural location, many of our families do not have reliable internet, so we immediately began providing Learning Matters Packets at each grade level from Preschool through 8th grade. Parents could pick up the packet for their student(s) at their school site and/or download a copy from some school websites. These enrichment packets contained learning opportunities in all core subjects, ELD, music and physical education. In addition to the Learning Matters packets, teachers also provided online learning opportunities for their students through the use of Google Classroom and instructional videos that were posted on YouTube and Facebook. Teachers and support staff made it a priority to reach out to families and connect with their students through phone calls, texts, Google Classroom, YouTube, Zoom meetings, Remind, Class Dojo and other available apps. Special education students were supported through the use of these same methods and IEPs were conducted using Zoom and other online meeting platforms.

At the same time, we also recognized the importance of providing meals for our students and other children in the community. We quickly developed a system for providing breakfast and lunch, 5 days/week for the duration of the closure using a “grab and go” format. All meals included milk, and fresh fruit and vegetables. During the closure we served approximately 10,000 meals per week.

The COVID 19 closure also impacted our student’s ability to participate in graduation and other activities that provide closure for students and staff at the end of each school year. In order to mitigate this impact, our elementary school sites conducted end-of-year celebratory parades. At the middle school level, a “drive thru” promotion ceremony was held that provided the opportunity for the creation of a promotion video that will be available to all families as well as providing the opportunity for families to actually drive up to see their student recognized, hear their name and awards announced, and take pictures while staff members cheered for their student.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Approximately 78% of our students are designated as low-income and due to our rural location, many of our families do not have reliable internet, so we immediately began providing Learning Matters Packets at each grade level from Preschool through 8th grade. Parents could pick up the packet for their student(s) at their school site and/or download a copy from some school websites. These enrichment packets contained learning opportunities in all core subjects, ELD, music and physical education. In addition to the Learning Matters packets, teachers also provided online learning opportunities for their students through the use of Google Classroom and instructional videos that were posted on YouTube and Facebook. Teachers also scheduled Zoom meetings with their students in order to meet the needs of students who are low-income, Foster Youth or English Learners. Teachers and support staff made it a priority to reach out to families and connect with their students through phone calls, texts, Zoom meetings, Remind, Class Dojo and other available apps. Modified packets were provided and made available to all students. Special education students were supported through the use of these same methods and IEPs were conducted using Zoom and other online meeting platforms. In order to meet the needs of our Foster Youth, EL and low income students, we checked out Chromebooks to families that needed devices to access the online learning opportunities. We also provided the opportunity for families to visit any of our school sites and log on to the district's guest wifi.

In regards providing meals to these student groups, we provided two locations in the district to distribute meals to our students and other youth living in our community, we also transported meals to various bus stops throughout the district so that families had more widespread access to meals. In order to insure that our students have meal security throughout the summer, we have an MOU with BCOE to use our facilities to continue to provide meals via the summer feeding program.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

In order to provide high-quality distance learning opportunities we provided chromebooks to students who did not have devices available for online distance learning. We also provided the opportunity for families to use the WIFI at each school site and our district office. We also requested additional chromebooks and hotspots from CDE, but have not yet received those devices.

Grade level teaching teams were able to provide high-quality distance learning opportunities through the use of Google Classroom and other online learning platforms such as Lexia Core, Dreambox, IReady, Reflex Math, MobyMax, YouTube Channels, Screencastify, Remind, and classroom Facebook pages. We also provided Learning Matters packets to our families throughout the school closures.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Grab and Go meals were provided to all children age 18 and under in our community. Meals were individually bagged and prepared in advance of the meal distribution times. Drive Thru Meal Pick Up was available at both the Palermo School site and the Helen Wilcox Site

from 11 -1 on Mondays and Wednesdays. In addition, 4 vans delivered meals to various areas in our district so that families could go to established bus stops in order to pick up meals.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Due to the restrictions of the Stay At Home Order, our district was unable to provide supervision of students during normal school hours. We provided information about service providers to families as needed. Effective, July 1st, we will reopen our full day preschool classrooms and provide services for up to 20 families.