

Plumas Unified School District

September 16, 2020 5:10 PM
50 Church Street, Quincy

Rescheduled from 9/9/20

1. All Trustees and administrative staff may participate remotely from their homes due to COVID-19 social distancing requirements. Zoom link is in quick summary. Public Comment will be honored by participants raising their virtual hand.

2. Call To Order

Minutes:

President Edlund called the meeting to order at 5:44 pm.

3. Approval of Agenda (Action)

Motion Passed: Motion to approve the agenda. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

4. Public Input - 20 minutes

Minutes:

No action or discussion shall be undertaken on any items not appearing on the posted agenda except that members of the Board or the Plumas Unified School District staff may briefly respond to statements made or questions posed (Education Code 54954.2). There is a 3 minute time limit for each person who addresses the Governing Board during public input. Note: speaker time limit of 3 minutes is monitored, with a limit of 20 minutes per topic.

Public Comment will be honored by participants raising their virtual hand or by emailing: toestreich@pcoe.k12.ca.us.

Coleen Banchio, shared that she had requested the addition of an agenda item. Does not see the item. She was recommended to share her concerns at this time, which included the API in English and math. GJSHS has declined significantly. She expressed alarm that Math is shown at 87 points below standard. She indicated that students need to be in class with the full time support of staff. She shared her concern regarding the low staffing, with no English or Social Science teacher assigned to this site. When we return to in person instruction how will this be addressed? What benchmarks have been set to ensure the success of students at Greenville High School? She asked how she would find out the answers to specific questions. President Edlund shared that the board will be reviewing and discussing the complexities of the return to school at the October board meeting. Superintendent Oestreich stated that she will contact Mrs. Banchio to address her concerns.

Student Board Rep. Ashley Holt shared items regarding the start of the school year. Students are

enjoying their hubs, but cannot wait to get back into the classroom. They miss being at school. They continue to work with their teachers to learn the new learning environment.

5. Guest Presentations

5.a. PCTA Update - 10 minutes

Minutes:

PCTA representative(s) will provide an update from their group. Suzanne Stirling shared that PCTA has opted to fully fund a section for her to take care of the responsibilities of being the PCTA President for the upcoming year. Shouted out to her constituents, and to Techs for their support. She introduced Gina Pixler, Michelle Abram, Site reps.

Daryl Hutchins, Treasurer. Rep Council meeting: going well: students in hubs! What they know and love. Kids in library; Conditioning; everything that Canvas can do and will do eventually.

Concerns: teacher overload trying to work with Canvas. It is a robust platform, but it is overwhelming. Some are feeling the push to explore all of the options. The power outage last week resulted in a significant amount of additional work for those teachers. Shared some detailed frustrations. Thankful for the nearly 40 hours of training. Triple the volume of emails; communications in a variety of other means as well. The attendance reporting is laborious. It is challenging to track down whether the students who have looked at and done the asynchronous assignments. Thankful that Kristy Warren is working with the State regarding this issue. CTA Presidents across the state agree that it is a difficult process. We are all trying to do the best that we can.

Yvonne felt that the MOU was a team effort, shared her appreciation of all who contributed toward the document.

6. Student Achievement

6.a. Distance Learning Update - 20 minutes

6.b. Public Hearing for the Learning Continuity and Attendance Plan

Minutes:

Public Hearing: SB 98 establishes California EC Section 43509 and the Learning Continuity and Attendance Plan (Learning Continuity Plan) requirements for the 2020 21 school year.

Rationale: The Learning Continuity Plan template memorializes the planning process already underway for the 2020 21 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students.

The Learning Continuity Plan adoption timeline of September 30, 2020 is intended to ensure the Learning Continuity Plan is completed in the beginning of the 2020 21 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020 21 school year. This includes in-person

instruction, according to health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

Financial Impact: The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020 21 school year.

Recommendation: Public Hearing. Will be brought back for approval with any modifications prior to September 30, 2020.

Hearing opened at 6:45.

Coleen Banchio shared her concern regarding addressing the learning gaps. She will meet with Kristy Warren for further conversation.

The hearing was closed at 6:52 pm.

6.c. Learning Continuity and Attendance Plan - 5 minutes

Minutes:

Discussion item: Feedback from board members on the Learning Continuity and Attendance Plan.

Leslie shared the start of the slideshow which included a timeline of what has brought us to this time.

Kristy continued with updated information regarding enrollment, in elementary and in high school, and by site, with comparisons to last year, and the numbers of students who are enrolled in distance learning, and ISO. Overall, we are down by 136 students districtwide.

There are challenges as well as bright spots regarding Canvas. She acknowledged the teachers, students, and the parents, who are all working together to learn this new learning management system. We are very early in our school year, due to delayed start and power outages. Encouraged parents to download the parent app in Canvas. She shared some details regarding the schedules. We will follow our MTSS to offer intervention as needed. This has taken a community effort, and wanted to acknowledge all who have worked together to get this far, stating that we have come far in just 6 months. We are making progress weekly. Attendance tracking is cumbersome and we are looking to see if there is a less challenging manner to track that. She shared details re: MTSS.

We currently have 37 teachers, and 383 students involved in ISO, with a 24:1 ratio. ISO requires a 1 hour weekly meeting with a teacher. This program offers the most flexibility. Students must still adhere to the limited number of hours specified on their work permit if they are working during the school week. If they do not meet their contract, they will be transferred to Distance Learning at the quarter. Students may also enroll in a blended learning program of ISO and Distance Learning with teacher led instruction.

Apex curriculum is being used for ISO. Acknowledged Brittney Spence who is supporting ISO teachers with planning and paperwork.

Kevin shared information of hubs which are up and running at school sites. We will also be offering hubs to students of hospital staff, who are essential workers. Students with the highest needs are being offered as much time as possible on campus. Students are offered specific services on campus, or virtually at home. Principals have worked hard to work through the challenges of developing the hubs at the school sites, which are offering important social emotional support for students. Staff working on site are happy to have students on campus. The DO Admin continues to offer support to the site staff as they go through this process. Principals shared the importance of getting students on campus.

Terry shared that there have been many conversations since this agenda was published. We probably need to reconvene our Learning Reimagined Committee to determine what the best model for return will be for students, staff, and family. We will request feedback from stakeholders before moving forward with our transition back to in person instruction. On October 14, our Governing Board will be looking at comparative data to determine our next steps. We will need to continue to work with PCTA and the MOU as well.

Terry reviewed the RTS Comparable Data Considerations which will be reviewed. We will reach out to our parents and community prior to 10/14 to get feedback regarding how they feel about RTS.

Appendix B is an appendices to our School Year Planning Guide which addresses health and safety concerns from our stakeholders. The team who continually review and updates Appendix B consists of district staff, OES, PCPH, and PDH. This is a critical component of our effort to return to school. Recognized the hard work of those who contribute to it.

Learning Re-Imagined - Working toward a full day of in-person instruction for students.

Andrew Woodruff, PCPH Director plans to present, Dr. Kepple will be present to answer questions. Striving to be ready to answer any questions that stakeholders may have.

Tier system would like more info

How do testing statistics relate to where we are in Plumas County? Staffing needs? Shifts required?

6.d. Core Novel List for 3 - 12 - 5 minutes

Minutes:

Action item: The core novels list for grades 3 - 12 for 2020-21 is presented for board approval, brought back from the June meeting as an action item.

Financial Impact: Purchase of new novels with a phased implementation, \$10,000 for elementary and \$10,000 for Junior/Senior High.

Recommendation: Approval of the attached core novels list for grades 3 - 12.

Acknowledged the team for updating the list to focus on diversity.

Motion Passed: Motion to approve the core novel list for grades 3 - 12. Passed with a motion by Traci Holt and a second by Dave Keller.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

6.e. Transportation Safety Plan 2020 - 2 minutes

Minutes:

Action item: Education Code 39831.3 requires regular review and updates as needed of our PUSD Transportation Safety Plan. The current version is attached for your review.

Recommendation: Information only, no action required.

Transportation Supervisor Kyle Bakker will submit an addendum specific to COVID-19 regulations.

6.f. 2020-2021 Amendment to Designation of CIF Representative to League - 2 minutes

Minutes:

Action item: Annual designation of school representative to league for the California Interscholastic Federation (CIF) is required by Education Code 33353 (a) (1). The representatives must be approved by the school district governing board in order to be eligible to serve on the section and state governance bodies. The Principal of each high school was approved in June as that school's 2020-2021 Designation of CIF Representative

to League. At this time we want to amend our Designation to include the Athletic Directors who have been determined for each high school.

Recommendation: Request for approval of the Athletic Director of each high school as a designee of that school as a 2020-2021 Designation of CIF Representative to League, and with the AD for Chester also being authorized to act on behalf of Greenville.

Motion Passed: Motion to approve the amendment to the Designation of CIF Representatives to League to include the Athletic Directors of each high school, with the AD from Chester also being authorized to act on behalf of Greenville High School. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

7. Fiscal

7.a. Unaudited Actuals Financial Report - 10 minutes

Minutes:

Action Item: The Unaudited Actuals report and cash transfers are presented as the final steps in the closing process for the 2019/20 fiscal year.

Rationale: Education Code requires a district close its books and adopt the report of financial activities and position by September 15th of each year for the preceding fiscal year. This

information is submitted to the Plumas County Office of Education and the California Department of Education for review. This financial report is designed to provide the Board of Trustees with a general overview of the District's finances and to show in detail through various state reports the District's accountability for the money it receives and expends.

Included in the enclosed packet is an executive summary that is accompanied by the District's financial activity, followed by the required State reports. During the Fall of 2020, the District's external auditors will audit the records contained in the enclosed packet. Should minor revisions be recommended by the external auditors, they will be presented to the Board at the October meeting. The final audit report deadline has been extended to March 2021.

Financial Impact: The ending fiscal position was positively impacted by larger than anticipated local tax revenues and savings due to site closures.

Recommendation: Approval is requested for the Unaudited Actuals Report and cash transfers.

Lisa provided a slideshow for the PUSD unaudited actual financial position as of 6/30/20. We are working toward a balanced budget. This is the only time of the year where we have firm numbers. Other times of the year we use projections. We will bring some adjustments to the October meeting. She shared the Budget Reporting Cycle. Normally we are less than 1% off in our projections and actuals. We were off by 3% in Revenues due to higher than anticipated local property tax growth, and reduced expenditures, which threw us back into Basic Aid in June, which we were made aware of during closing of the books for 2019/20.

She shared details of the revenue. This will affect our projections for future years. Our net increase for last year is \$840k, with a reduction of around \$400k which will be retained by the state due to our cross over from LCFF to Basic Aid. The auditors may direct us to recognize the \$420k withholding in a different manner. This would increase the deficit spending amount from \$641k to \$1m. There was a net decrease to expenditures of \$666k, detailed in the slideshow. Due to the excess, there was no need for transfers in from various funds to cover OPEB. Ending balance are shown for the various funds on the slideshow.

Motion Passed: Motion to approve the Unaudited Actuals Financial Report. Passed with a motion by Dave Keller and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

7.b. Resolution 1581 Interfund Transfers - 2 Minutes

Minutes:

Action item: A resolution must be adopted annually to allow temporary borrowing between funds or accounts during the fiscal year.

Rationale: Although PUSD has a healthy reserve, the timing of state apportionment payments and property taxes may not align with expenditure patterns in the 2020/21 fiscal year. It is prudent to have flexibility should the need arise for a temporary transfer between funds. Borrowing between funds saves the district costs associated with the issuance of Tax

Revenue Anticipation Notes. All available internal sources should be utilized for cash flow purposes prior to committing to TRAN funding.

Financial Impact: Ability to maintain positive cash balances for operating costs.

Recommendation: Adopt Resolution 1581 to establish temporary interfund transfers of special or restricted fund moneys.

Motion Passed: Motion to approve resolution 1581 Interfund Transfers. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

7.c. Resolution 1582 Gann Limit - 2 minutes

8. Families/Communities

8.a. Faith Family Ministries Lease Addendum - 10 minutes

Minutes:

Action item: Consideration of an addendum to extend the lease agreement with Faith Family Ministries (FFM) for buildings A and B of the Feather River Middle School (FRMS).

Rationale: FFM has been leasing the property since 2017 and provides activities for Portola youth at the FRMS facility. FFM is responsible for related utilities and will continue to provide upkeep/improvements to the occupied space. They are requesting a five year agreement in order to provide additional improvements to the property. Both the original agreement and the addendum for the proposed extension are attached.

Financial Impact: This extension will continue to offset costs associated with the FRMS property.

Recommendation: Administration recommends approval of the addendum with Faith Family Ministries.

Lisa Cavin shared that Faith Family Ministries is still interested in purchasing this property and the two remaining buildings. The FRMS property is part of the Portola Jr/Sr High property. PUSD will need to complete the process of separating the two properties in order to sell the FRMS buildings and property that they are on.

Motion Passed: Motion to approve the lease addendum with Faith Family Ministries for Feather River Middle School. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

9. Facilities

9.a. Measure B Project Updates - 35 minutes

Minutes:

Information/Discussion/Action item: Project requests, including contracts, change orders, bid awards, as well as dialogue regarding future projects and timelines.

Attachments include:

The first spreadsheet includes new contracts, change orders, and bid awards. Additional project information may be shared as soon as it is available.

The spreadsheet reflects completed, in progress and future recommended projects and timelines.

Recommendation: Approval is requested for the project requests as presented. In the event that an item is presented between the time this agenda is posted and the actual day of the meeting, staff will provide their recommendations on items that require board action and administration requests approval to move forward with recommended projects.

There will be a larger measure B discussion at PUSD Special Meeting next week on 9/22/20. Can we have the options for the Quincy heating project shown side by side for comparison? Are we required to have a backup system regardless of how we decide to go. With Biomass, yes. Include all info for comparison on one spreadsheet. Have all of the information attached to the agenda on Friday for public and board review. Include Pros and Cons, timelines, Facility hardships. Presentations from Jonathan Kusel, Bill Martin, ABM Building Solutions.

Estimated to come in under budget on the MSB project. These requests represent the next phase of these projects. The project spreadsheet will be updated to reflect these actions.

Motion Passed: Motion to approve the Measure B Projects included with this agenda. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

10. Leadership

10.a. PCOE/PUSD/PCTA Memorandum of Understanding - 5 minutes

Minutes:

Action Item: A final draft/copy of the memorandum of understanding (MOU) is attached for review. PUSD and PCTA are in agreement regarding the 20/21 reopening of schools.

Recommendation: Formal approval of MOU.

Motion Passed: Motion to approve the PCOE/PUSD/PCTA MOU regarding the 2020-21 reopening of schools. Passed with a motion by Joleen Cline and a second by Dave Keller.

Yes Joleen Cline
Yes Leslie Edlund

Yes Traci Holt
Yes Dave Keller

10.b. Policy Revisions - 5 minutes

Minutes:

The following board policies and administrative regulations have been revised according to CSBA recommendations:

BP 4030 Nondiscrimination in Employment

BP 5145.7 Sexual Harassment

BP 1340 Access to District Records

BP 0420.4 Charter School Authorization

BP 0420.41 Charter School Oversight Traci asked that the oversight checklist should be brought back as an exhibit at a future meeting.

BP 0420.42 Charter School Renewal - New

BP 0420.43 Charter School Revocation - New

BP 3471 Parcel Taxes

Rationale: Remain in compliance with legislative changes

Financial Impact: None

Recommendation: CSBA has provided the identified revisions for your consideration. The attached policies are the first read, however, they may be approved if the board agrees with the recommended revisions.

Motion Passed: Motion to approve the policy revisions with the addition of E 0420.41 Charter Oversight Checklist. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

10.c. Resolution 1580 Adopting the Biennial Conflict of Interest Code - 2 minutes

Minutes:

Action Item: The Political Reform Act requires state and local government agencies to adopt and promulgate conflict of interest codes.

Recommendation: Approval of Resolution 1580 Adopting the Conflict of Interest Code.

Motion Passed: Motion to approve resolution 1580 adopting the biennial conflict of interest code. Passed with a motion by Joleen Cline and a second by Dave Keller.

Yes Joleen Cline

Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

10.d. Administrative Designees for 2020/21 - 2 minutes

10.e. Workforce Development Board Application - 5 minutes

Minutes:

Action Item: Attached is the workforce development board adult education application. The NoRTEC workforce development board has an opening for the adult education seat. Superintendent Oestreich is requesting a nomination letter which must come from the board of trustees. If approval is granted, the balance of the application will be completed and submitted by deadline.

Recommendation: Request approval of the nomination application.

Motion Passed: Motion to approve the nomination of Terry Oestreich to serve on the NoRTEC workforce development board. Passed with a motion by Joleen Cline and a second by Dave Keller.

Yes Joleen Cline
Yes Leslie Edlund
Abstain Traci Holt
Yes Dave Keller

10.f. Future Board Meeting Discussion Topics - 5 minutes

Minutes:

Information Item: As a result of trying to plan during a pandemic and to ensure clear communication regarding future agenda topics we provide a timeline for review and discussion.

Recommendation: No action required.

Terry shared an overview of this planning tool which includes items which will be brought to the board in upcoming meetings.

Joleen October revisit looking at projects by category. Suggested that Board members look at their list of projects to determine whether they have accomplished what they wanted to do.

10.g. Board Vacancy - 5 minutes

Minutes:

Information item: The Governing Board member representing District 3, Quincy area, has resigned effective September 4, 2020. As a result a provisional appointment will be made to fill the vacancy.

Those interested must reside in the Quincy, District 3 (map attached) attendance area.

Applications will be accepted on Edjoin: <https://www.edjoin.org/PlumasUSD>. Applications are due by 10/2/20. Interviews will be scheduled at a future date to be determined.

District 3 encompasses W. Quincy, Meadow Valley, and canyon area. Interview and appoint at the October meeting.

11. Consent Items (Action)

11.a. Minutes from the Board Meeting

11.a.1. 8/4/20 Special Meeting

Motion Passed: Motion to approve the minutes from 8/4/20. Passed with a motion by Joleen Cline and a second by Dave Keller.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

11.a.2. 8/12/20

Motion Passed: Motion to approve the minutes from 8/12/20. Passed with a motion by Dave Keller and a second by Traci Holt.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

11.b. Service contracts included with this agenda

Motion Passed: Motion to approve the service contracts included with this agenda. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

11.c. Check registers for the month of August 2020

Motion Passed: Motion to approve the check registers for August 2020. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

11.d. Donations included with this agenda

Motion Passed: Motion to approve the donations included with this agenda, with gratitude. Passed with a motion by Traci Holt and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt

12. Closed Session

Minutes:

President Edlund called for a closed session at 7:32 pm.

12.a. Conference with Real Property Negotiator Pursuant to Government Code section 54956.8. Negotiating party: Plumas USD; Agency negotiator: Terry R. Oestreich.

12.a.1. Property: Pioneer, Taylorsville, Feather River Middle School, and Lee Road.

12.b. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters including:

12.b.1. Superintendent's Contract, Goals and Evaluation

12.b.2. Public Employee Evaluation(s): principal(s), administrator(s), management

12.b.3. Public Employment: Position: Personnel transactions included with this agenda.

12.b.4. Public Employee(s) Discipline/Dismissal/Release/Reassignment

12.b.5. Pursuant to sections 54957.6 and 3549.1 of the Government Code, Conference with Labor Negotiator(s): Agency Negotiators: Terry Oestreich. Association(s) PCTA and CSEA; and All Unrepresented Personnel - Administrators, Management, Confidential, Classified.

12.c. Anticipated Litigation, pursuant to Government Code 54956.9.

13. Reconvene

Minutes:

President Edlund reconvened the meeting at 9:41 pm.

14. Staff

14.a. Personnel transactions included with this agenda

Minutes:

Action item: This agenda may include, but is not limited to, authorization for offer of

employment for certificated staff. In addition, you will find leave of absence requests, return from leave of absence, promotions, rehire from layoff, resignations, retirements, and increase in hours.

Rationale: Recruit and retain the most talented, student-centered staff and invest in their professional growth.

Recommendation: Consideration of the Human Resources agenda items

Motion Passed: Motion to approve the Human Resources agenda items included with this agenda. Passed with a motion by Traci Holt and a second by Dave Keller.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

15. Future Agenda Items

Minutes:
None noted.

16. Adjourn

Motion Passed: Motion to adjourn at 9:42 pm. Passed with a motion by Dave Keller and a second by Joleen Cline.

Yes Joleen Cline
Yes Leslie Edlund
Yes Traci Holt
Yes Dave Keller

These minutes have been reviewed and approved by the Governing Board at its Regular Meeting on

_____.

Leslie Edlund, Board President Terry R. Oestreich, Superintendent