

POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT

Mission Statement

The Potter Valley Community Unified School District provides a safe, sound, comprehensive educational environment with the participation of a supportive community. The district empowers all students with a common core of knowledge and skills which allows them to recognize their potential to become successful and active participants in our democratic society.

Regular Meeting – Board of Trustees

April 5, 2023

Minutes

Regular Session 6:30

Potter Valley High School Library

10401 Main Street, Potter Valley, CA 95469

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1. **CALL TO ORDER – OPEN SESSION 6:51pm**
 2. **ROLL CALL** *All Present*
 3. **CONVENE TO CLOSED SESSION (5:30 p.m. – 6:30 p.m.)**
Potter Valley District Office, 10401 Main Street, Potter Valley
 - Personnel Actions (Government Code 54957)
 - Inter-District Transfers (Government Code 54957)
 4. **RECONVENE TO OPEN SESSION – REPORT OUT OF CLOSED SESSION** *None*
 5. **PLEDGE OF ALLEGIANCE**
 6. **APPROVAL OF AGENDA** *MSC: Kile/Riordan 5/0/0*
 7. **ORGANIZATION UPDATES**
(This is an opportunity for board members or staff to make a brief announcement, ask questions, or make a brief report on his or her own activities), Board Members, Superintendent, Junior High and High School Principal, Elementary Principal, Potter Valley Teachers' Association, Potter Valley Education Support Professionals Association, and Associated Student Body.
Trustee Lindelef- County science fair was a lot of fun and it was cool seeing a lot of our own students there. A lot of hands on demos, robots, and excited to see the county step-up the quality of the fair
Trustee Riordan- Attended the Ag Department advisory meeting and it was well done
Trustee Aiello- 5th grad field trip to 10,000 Buddha's and it was an amazing performance by all of the students there. All of our students had a wonderful time. Shout out to Ms. Ackley because she keeps the kids engaged and having fun.

E. Kille

Superintendent- feels good to walk out and see our athletics going and seeing kids playing under our new outdoor facility. We are still having to play soccer in the outfield of the baseball field because the football/soccer field is being flooded by a neighbor who is discarding water into our field. Congratulations to our e-sports team, they are ranked in the top 20 of the state, all the schools they play are much bigger than us and our team is one of the youngest in the state.

High School Principal- high school is working towards PBIS implication. Just finished our student's school climate survey. Continuing with our WASC preparations and will have a visit in January 2024. Go meet our baseball coach and watch him coach, he is a natural and is doing a wonderful job with our kids. We have a chance to be in the state championships for e-sports.

Elementary Principal- Attached

PVTA- None

PVSPA- Sam is gearing up to go to LA for the state council and will be discussing school guide safety and how districts are doing with safety. Invitation to the board members meeting at the broiler steak house, would like at least 3 members to be there and represent potter valley with other districts. Will be meeting with Damon to discuss reduction of hours in ESP group and how the unit will be working next year. Feels good seeing our board out and interacting with our students and community.

ASB- Megan Mason- working on putting on movie nights for kids, activities nights in the gym. Students want things to do other than a dance.

8. PUBLIC COMMENT

Members of the audience are welcome to address the Board of Trustees at this time regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on these matters. Such matters may be placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board Policy 9322.1).

Katie Delbar- Thanks the board for serving and appreciates what they do. Here to represent a family, but won't get into all of the details. We had a student who had been reprimanded and action taken against the teacher who was with the student. The school took action against the student without first speaking with the teacher who was with the student. Since then the student and family has been bullied. She is disappointed in our administration and would like to see the principal go back, sort through what happened, figure out what went wrong and correct them. Agenda item to go over the discipline policy and communicate with parents and the community about how things are handled and what happens from the time something is reported to the time action is taken.

9. ROUTINE AND CONSENT

All matters listed under Routine and Consent are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Routine and Consent for separate action. Any item removed will be considered after the motion to approve the Routine and Consent.

MSC: Kile/March 5/0/0

9.1 Approval of Personnel Actions

Page 4

9.2 Approval of Warrants

Page 5

- 9.3 Approval of Board Minutes of March 13, 2023 and March 28, 2023 Page 6
- 9.4 Approval of Inter-District Transfers Page 7

10. INFORMATION

- 10.1 Student of the Month *HS-Lizbeth Castro* Page 8
- 10.2 Senior Trip Report-Senior Class President Page 9
- 10.3 Staff Report Page 10
- 10.4 Enrollment Report Page 11
- 10.5 Facilities Report Page 12
- 10.6 Quarterly Williams Uniform Complaint- *Attached* Page 13

11. ACTION ITEMS – REGULAR AGENDA

Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board and voting by the Board. During public input there will be a three-minute time limit per person.

- 11.1 First Read of Board Policies 5000-5145.7- Students *Tabled* Page 14
- 11.2 J13-A Waiver *MSC: Riordan/Lindelef 5/0/0* Page 15

12. FUTURE AGENDA ITEMS *First Read of Board Policies 5000-5145.7, Renewal of Policy 3261.1 (rent)*

13. ADJOURNMENT 8:09pm

14. FUTURE MEETINGS

- May 10, 2023
- June 14, 2023
- June 28, 2023
- August 9, 2023
- September 13, 2023
- October 11, 2023
- November 8, 2023
- December 13, 2023

Notice: PVCUSD adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 743-2101. All efforts will be made for reasonable accommodations.

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 Potter Valley District Office – Reception Desk, located at, 10401 Main St., Potter Valley, CA. For more information please call (707) 743-2101.

*Items so marked have supporting documents which have been distributed to the Board of Trustees. An extra copy is available upon request.

Elementary Board Report
April 5, 2023

Best Attendance for February

Mr. and Mrs. Reichert's 4th-grade class and Mrs. Sullivan's 2nd Grade class tied

Student of the Month for March: Flexible

Preschool/Transitional Kindergarten-Yamilet Flores

Kindergarten – Kenneth Prager

First Grade – Zuleide Gonzalez

Second Grade – Levi Calvert

Mr. Bray's Third Grade – Daniela Valencia

Mrs. Denton's Third Grade – Brody Schmidt

Fourth Grade – Alonso Villa

Fifth Grade – Alma Fausto

Sixth Grade – Kaliann Zarate

Caught Being Kind

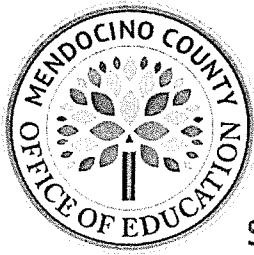
Austin Harrison, Briar Testa Grieve, and Kalifornia Albright

*6th grade is at Science Camp on the coast this week and I hear they have beautiful weather and are having a great time.

*Dia de Los Ninos Fundraiser made over \$2000 in presale tamales and sales in one evening.

*Students are preparing for their performances and it will be a spectacular event. I encourage all board members to attend on April 28th at 10:00 am.

Lori Candelaria has finished all jr/sr high ELPAC testing and is working through the Elem. now. CASPP testing will begin on May 8th at the Elementary Site.



SERVICE EXCELLENCE INNOVATION TEAMWORK

Williams Settlement Legislation
Quarterly Uniform Complaints Procedure Reporting Form
2022-23

District Name: Potter Valley Community USD

Person Completing this Form: Olivia Andrade

Title: District Secretary

This report is being submitted for the following quarter (please check one):

Table with 3 columns: Quarter, Reporting Period, Report Due To MCOE. Rows include Quarter #1, #2, #3 (checked), and #4.

Check which applies:

[X] No complaints were filed with any school in the district during the quarter indicated above.

[] Complaints were filed with schools in the district during the quarter indicated above.

The following chart summarizes the nature and resolution of the complaint.

Table with 4 columns: Type of Complaint, Total No. of Complaints, No. of Complaints Resolved, No. of Unresolved Complaints. Rows include Textbooks and Instructional Materials, Teacher Vacancies or Mis-assignments, Facility Conditions, and a TOTALS row.

Superintendent's Name: Damon Dickinson

Superintendents Signature: [Handwritten Signature]

Forwarded a copy of this completed report to
Veronica Bazor, vbazor@mcoe.us

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment averages daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/ada/par/13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: **Potter Valley Community Unified School District** COUNTY CODE: **23** DISTRICT CODE: **73866** CHARTER NUMBER (IF APPLICABLE):
 LEA SUPERINTENDENT OR ADMINISTRATOR NAME: **Damon Dickinson**
 ADDRESS: **PO Box 219** COUNTY NAME: **Mendocino** FISCAL YEAR: **2022-23**
 CITY: **Potter Valley**
 CONTACT NAME: **Krista Looney** TITLE: **Business Manager** STATE: **CA** ZIP CODE: **95469**
 PHONE: **707-743-2101** E-MAIL: **klooney@pottervalleyschools.us**

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

SCHOOL DISTRICT
 Choose one of the following:
 All district school sites
 Select district school sites

COUNTY OFFICE OF EDUCATION (COE)
 Choose one of the following:
 All COE school sites
 Select COE school sites

CHARTER SCHOOL

PART III: CONDITIONS(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422, LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.
 There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.
 There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391.
"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

15.1

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____

Not Applicable (Proceed to Section E)

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.) _____

up to and including _____

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.) _____

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Potter Valley Community USD hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Shannon Aiello

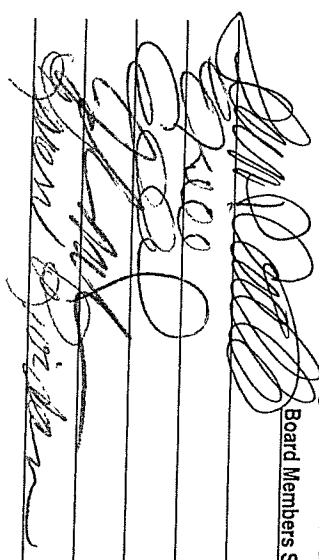
Erin Kile

Elaine Lindelf

John March

Karen Riordan

Board Members Signatures



At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 5th day of April, 2023

Witness: Damon Dickinson (Name) _____ Title: Superintendent of Mendocino County, California



PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ Authorizing LEA Name: _____ (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____

Witness: _____ (Name) _____ (Signature) of _____ County, California

COE contact/individual responsible for completing this section: Name: _____ Title: _____ Phone: _____ E-mail: _____