

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

May 10, 2023

Minutes

Regular Session 6:30

Potter Valley High School Library

10401 Main Street, Potter Valley, CA 95469

-
1. **CALL TO ORDER – OPEN SESSION 6:48pm**
 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)
 4. **RECONVENE TO OPEN SESSION – REPORT OUT OF CLOSED SESSION** *None*
 5. **PLEDGE OF ALLEGIANCE**
 6. **APPROVAL OF AGENDA** *MSC: Riordan/March 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.

Karen Riordan- involved in a couple of interviews and it is great to see such highly qualified candidates

Erin Kile- dio de los ninos was great and very well done

John March- same on interviews and dio de los ninos. Had a great dinner with CTA and Sam at the broiler and enjoyed being able to sit and chat with Sam about ideas

Shannon Aiello- third on dio de los ninos, it was great seeing all of the staff and community members who came out to support the kids. Great day going to the A's game with 4th-6th grade and kudos to Ms. Ackley for putting it together. Excited for Friday which is another FFA Ag day.

6.1

Superintendent- A lot of energy on campus right now. End of the year is one of the busiest times for admin staff, meeting a lot of deadlines for the state. LCAP is one of the biggest projects going on and there are new additions this year. JH softball field dedication is tomorrow at 4pm. This is the last week of sports, but we are waiting to hear about playoffs for some of them.

Elementary Principal- attached

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).

None

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/Lindelef 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 April 5, 2023 and Special Board Minutes of April 5, 2023 and April 21, 2023 | Page 6 |

10. INFORMATION

- | | | |
|------|---|---------|
| 10.1 | Student of the Month <i>Jr High- Ocean Shattuck
And High School- Fernanda Martinez</i> | Page 7 |
| 10.2 | Senior Trip Report-Senior Class President | Page 8 |
| 10.3 | Staff Report | Page 9 |
| 10.4 | Enrollment Report | Page 10 |
| 10.5 | Facilities Report | Page 11 |
| 10.6 | Local Control and Accountability Plan (LCAP) Update | Page 12 |

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 | Approval of Resolution No. 22/23-04 Staff Appreciation Day
<i>MSC: Lindelef/Kile 5/0/0</i> | Page 13 |
| 11.2 | First Read of Board Policies 5000-5145.7-Students | Page 14 |

Suggested amendments to be made

- | | | |
|------|--|---------|
| 11.3 | Review and Renewal of Policy No. 3261.1- Use of District Owned Property (Rental Homes) <i>MSC: Kile/Aiello to increase rent 5/0/0; employee: \$25/month increase; non-employee: rent is now \$1300/month driveway house and \$1100/month river house.</i> | Page 15 |
| 11.4 | Approval of Resolution No. 22/23-05 Resolution and Decision Not to Reemploy Classified Employees <i>MSC: Riordan/Kile 5/0/0</i> | Page 16 |
| 11.5 | Approval of Declaration of Need for Fully Qualified Educators <i>MSC: Kile/Lindelef 5/0/0</i> | Page 17 |
| 11.6 | Approval of Jr. /Sr. High School Principal/Athletic Director's Additional Assignment of Superintendent <i>MSC: Aiello/Lindelef 5/0/0</i> | Page 18 |
12. **FUTURE AGENDA ITEMS** *Second read of 5000s BP, facilities walk-around, summer school report, tutor.com report*
13. **ADJOURNMENT** 9:36pm
14. **FUTURE MEETINGS**
June 28, 2023
June 29, 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.

6.3

May 10th Board Report

Student of the Month Character Trait "Attentive"

Preschool/Transitional Kindergarten- Karson Andrade

Kindergarten – David Meuniot

First Grade – Ana Sophia Enriquez

Second Grade – Allison Herrera

Mr. Bray's Third Grade – Nahla Davis

Mrs. Denton's Third Grade – Moises Sanchez

Fourth Grade – JR Scatena

Fifth Grade – Madison McGuire

Sixth Grade – Annie McMenomey

Class Assignments for Next Year:

Preschool- Rhonda

Transitional Kindergarten- Jaime Vonfeldt

Kindergarten- Blanca Flores

First Grade- Sarah Clark

Second Grade-Summer Denton

Third Grade-Carl Bray

Fourth Grade-Lisa Furlong

Fifth Grade-Jenny Ackley

Sixth Grade- Jeanette Hallman

Elementary Summer Program

June 12th-30, with June 19th off for Juneteenth.

Staff:

Ms. Furlong, Mrs. Clark, Mrs. Sullivan, Mr. Bray, Ms. Ackley, Mrs. Carlsson, and Mrs. Basquez.

K-2 teachers will do some remediation as well as fun-themed activities and field trips.

3rd Grade and Mrs. Basquez will offer Advanced Math, Remedial Math, and science (Coding and robotics)

Ms. Ackley and Mrs. Carlsson will work with the current 4th- 6th grades. Some plans include berry picking and jam making as well as field trips.

POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 22/23-04

STAFF APPRECIATION DAY

WHEREAS, The Board of Trustees values all of Potter Valley Community Unified School District's employees; and

WHEREAS, all employees play a vital role in preparing students to meet society's expectations by promoting a positive educational experience; and,

WHEREAS, our employees work hard in all aspects of their jobs and are dedicated to their responsibilities and roles within the district; and

WHEREAS, Potter Valley Community Unified employees deserve recognition and praise for their professionalism, continued optimism, empathy, and concern for our youth. We commend their steadfast efforts to educate and work with students in assisting them to identify their own goals and ambitions and pursue them.

NOW, THEREFORE, BE IT RESOLVED, that it is the Board's token of highest esteem and with deep appreciation that this tribute be adopted by the Potter Valley Community Unified Board of Trustees. We hereby designate May 18, 2023, as Staff Appreciation Day.

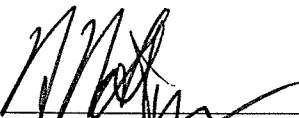
BE IT FURTHER RESOLVED, that Potter Valley Community Unified School District shall disseminate copies of this resolution to all district employees.

PASSED AND ADOPTED by the Board of Trustees of the Potter Valley Community Unified School District, Mendocino County, California, on the 10th day of May, 2023, by the following vote:

AYES: 5

NOES: 0

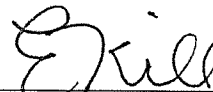
ABSENT: 0



Damon Dickinson,
Interim-Superintendent



Shannon Aiello, President



Erin Kile, Clerk

6.5

BEFORE THE GOVERNING BOARD
OF THE
POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT
MENDOCINO COUNTY, CALIFORNIA

Resolution and Decision Not to)
Reemploy Classified Employees)
_____)

RESOLUTION NO. 22/23-05

WHEREAS, the Governing Board of the Potter Valley Community Unified School District (“District”) adopted a Resolution in the Matter of the Reduction or Elimination of Certain Positions in the Permanent Classified Service (“Resolution”) on or before March 15, 2023, authorizing and directing the Superintendent or Superintendent’s designee to initiate and pursue procedures necessary to reduce the following classified positions:

- 1. Bilingual Assistant – reducing FTE from .56250 FTE (4.5 hour/day position) to .50 FTE (4 hour/day position)**
- 2. Preschool Assistant – reducing FTE from .56250 FTE (4.5 hour/day position) to .43750 FTE (3.5 hour/day position)**

WHEREAS the reduction or elimination of the above-listed classified positions was pursuant to Education Code sections 45117, 45298, and 45308 because of a lack of work or lack of funds; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Layoff Due to Lack of Work and/or Lack of Funds in Compliance with the Seniority Requirements of the Education Code (“Notice”) on the classified employees listed on Attachment “A” on or before March 15, 2023, indicating that the Governing Board did not intend to reemploy them to the extent indicated in the Resolution and Notice for the 2023-2024 school year; and

WHEREAS, the classified employees listed on Attachment "A" were informed of their right to request a hearing and that failure to do so in writing by the date specified in the Notice would constitute a waiver of the right to a hearing; and

WHEREAS, the classified employees listed in Attachment "B" either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the classified staff requirements of the District for the 2023-2024 school year, as well as the seniority and qualifications of each of the classified employees of the District, the services of the classified employees listed on Attachment "C" will not be required for the ensuing school year to the extent indicated in the Resolution and Notice to the employees listed in Attachment "C."

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give Final Notice to the classified employees listed on Attachment "C" that their services will not be required by this District for the 2023-2024 school year. Said notice shall be given by serving upon said persons a true copy of this Resolution and Decision Not to Reemploy Classified Employees.

BE IT FURTHER RESOLVED that this decision is effective immediately.

Duly and regularly adopted this 10 day of May, 2023, by the following vote:

AYES: 5

NOES: 0

ABSENT: 0



President, Board of Trustees

I, Erin Kile, Clerk of the Governing Board of the Potter Valley
Community Unified School District, do hereby certify that the foregoing Resolution was
regularly introduced, passed and adopted by the Governing Board at its meeting held on
May 10, 2023.

E Kile
Clerk, Governing Board



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: 23/24

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Potter Valley Community Unified District CDS Code: 23-73866

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 05 /10 /2023 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, 2024.

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

Damon Dickinson  Interim Superintendent

Name

Signature

Title

707-743-1930 707-743-2101 05/10/2023

Fax Number

Telephone Number

Date

PO Box 219 Potter Valley, CA 95469

Mailing Address

ddickinson@pottervalleyschools.us

EMail Address

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 _____

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	4
Single Subject	1
Special Education	
TOTAL	5

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.

The district uses university intern programs that are already established.

6-10

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:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *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:

