

Corning Union High School Board Retreat School Board Meeting Livestream for public

DATE March 27, 2021

TYPE OF MEETING:
Board Retreat

TIME: 8:00 A.M.

MEMBERS ABSENT:
Scott Patton

PLACE: Corning Union High School
Library

VISITORS:

MEMBERS PRESENT:
William Mache
Todd Henderson
Jim Bingham, Larry Glover

SCHOOL DISTRICT REPRESENTATIVES:
Jared Caylor, District Superintendent
Jessica Marquez, Administrative Assistant to Superintendent

THE CORNING UNION HIGH SCHOOL -

- 1. CALL TO ORDER:** The meeting was called to order at 8:01 a.m. by Superintendent Jared Caylor.
- 2. PLEDGE OF ALLEGIANCE:** Superintendent, Jared Caylor asked the Board and audience to stand for the flag salute.
- 3. ROLL CALL:** Superintendent, Jared Caylor asked for a roll call.

Attendance is as follows:

- William Mache
- Todd Henderson
- Larry Glover
- Jim Bingham

- 4. BUDGET UPDATE:** Superintendent, Jared Caylor shared CBO, Christine Fears was planning to be present to present however, she had a scheduling conflict. Second interim was approved this month and the following are highlights:

Remaining Funds – Approximately 300 K. The district's goal is to expend it and be completely done with these funds by June.

April-June Payroll
June portion of Summer School
Review GF expenditures

Round # 2 of Federal funding would be approved at the end of December at 1.233 million. Round #3 additional 2.744 million.

ESSER II (CRRSA) Resource 3212	ESSER III ESTIMATE	In-Person Instruction Resource 7422	Expanded Learning Opportunity Grant 90% Resource 7425	Expanded Learning Opportunity Grant 10% for Paras Resource 7426
LEA Approved Indirect Rate	to be determined	to be determined	to be determined	to be determined
03/13/20-09/30/23	03/13/20-09/30/23	**07/01/20-08/31/22	**07/01/20-08/31/22	**07/01/20-08/31/22
No Equitable Service Requirement	No Equitable Service Requirement	**expenses incurred beginning with the 20-21 school year per CDE	**expenses incurred beginning with the 20-21 school year per CDE	**expenses incurred beginning with the 20-21 school year per CDE
\$ 1,233,315	2,744,560	401,656	791,413	84,602

State Revenue- Newsom's school re-opening funding is 1.2 million total. This is one time funding at \$5,255.546 (in the next three years).

Superintendent, Jared Caylor shared the following:

ESSER II- \$1,233,315

USE OF FUNDS:

Sub Pay for Sick Leave due to COVID
Coordination or improvement of Preparedness/response efforts
Providing Admin with resources
Address unique needs of UPP/SPED students
Planning/Coordinating closures/distance learning
Staff Development
PPE Supplies/Cleaning – repairs or improvements to reduce risk of virus.
Education Tech/Assistive Tech
Mental Health

Expend by 9/30/2023- FY 23/24

ESSER III- \$2,744,560

USE OF FUNDS:

ESSER I and II allowable uses
20% for learning loss
Align to public health guidelines
Extended learning including evidence based summer, after school and tutoring approaches
Developing, stabilizing, diversifying the educator workforce
Support for social, emotional and mental health needs including coordination with community based assets

REQUIREMENTS:

Bill requires district to publish a reopening plan within 30 days of receiving the funds. If already adopted, applies as long as district allowed for public comment

Expend by 9/30/2023 – FY 23/24 with a possible one year extension.

IN-PERSON INSTRUCTION

\$401,656

USE OF FUNDS:

- 85% must be used for any purpose consistent with providing in-person instruction including but limited to:
- Covid testing
- Cleaning/Sanitation/PPE
- Ventilation and school site upgrades necessary for health/safety
- Salaries for Certificated/ Classified employees providing in person instruction or services
- Social and mental health support

EXPANDED LEARNING OPPORTUNITY GRANTS (ELO)

ELO 90%

\$791,413

USE OF FUNDS:

- Must implement a learning recovery program
- Extending instructional time
- Accelerating progress to close learning gaps
- Integrated pupil supports
- Community learning hubs
- Supports for credit deficient pupils
- Additional academic services
- Training for school staff

ELO 10%

\$84,602

USE OF FUNDS:

- Must be spent on Paraprofessionals

Requirements are to adopt a plan by June 1, 2021 detailing the use of funds. Expend by 8/31/22- FY 21/22

Board Clerk, Jim Bingham discussed the end of Distance Learning (DL) and when the district thought that it would no longer be offered. Superintendent, Jared Caylor shared that the district plans to meet the needs of the families. This will probably be allowed again and the district will have the options available to students however, will not encourage Distance Learning.

Long Term Debt

	Term	Loan Origination	Beginning Loan	Amount Owed	Paid Annually	Prindpal	Interest	Final Payment	Estimated Savings
Solar	17 years	12/30/2014	2,864,000	2,152,170	180,000	148,475	31,525	12/30/2031	0
2019 Bus Loan	5 years	10/15/2019	366,000	225,661	77,145	71,469	5,676	11/15/2023	17,126
2017 F-250 Maint	5 years	3/6/2018	30,260	12,693	7,015	6,133	1,338	3/6/2022	11,450
				2,390,523	264,160	226,077	38,539		28,576

1. Solar, Bus loans and F-250 maintenance loan.
2. Bus Replacement- Last 7 years.

* Estimated cost of new bus is \$185,000-\$200,000

- Next Bus to be replaced – Bus 2 – 18 years old (Not being used for Routes)
- Average Bus lasts 15-20 years depending on changes/requirements
- By 2030 – Plan to replace Bus 22-25 – Estimated Cost \$740-800K
- 10 year plan - \$80,000 transferred to Fund 15 annually
- Ability to purchase individual bus as funds are available if enrollment/routes increase

**Fund 15- Bus Replacement
CURRENT FLEET**

1997	303876	Blue Bird	1BAANB7A6VF073033	21	Replacing with Electric Bus
2003	196735	Blue Bird	1BABNBXA53F207886	2	Only used for training
2014	43314	Blue Bird	1BABNBXA9EF296705	22	
2015	32376	Blue Bird	1BABNBCA2FF305753	23	Field Trip Bus
2015	61978	Blue Bird	1BABNBCA4FF305754	24	
2015	54512	Blue Bird	1BAGNCA6FF305751	25	
2019	2465	IC	4DRBWTAR9KB097692	26	
2019	3268	IC	4DRBWTAR0KB097693	27	
2020		Electric Bus	Ordered with grant funds		

Board Clerk, Jim Bingham asked for clarification on replacement (reasons needed) and if the 15-20 year life expectancy is due to maintenance reasons. Superintendent, Jared Caylor confirmed and shared that the purchases in 2015 were due to environmental regulation.

**OPEB (Other-Post Employment Benefits)
TRUST FUND**

Superintendent, Jared Caylor shared the following:

Auditors often share information on OPEB. The district has created post liability – benefits to retired employees. These funds are directly taken out of the current budget.

There was discussion of investing in a trust to avoid payment from the general fund. The only drawback with this is that the funds can only be used for post/retirement benefits. They cannot be pulled out only drawn down.

Board Member, Todd Henderson wanted to know who would be in charge and run the trust for the district. The discussion was that this would be someone like Eric Moxon with Stifel. This is something that the auditors advise public institutes to consider. The discussion continued and the Board agrees that the debt should be paid off first before investing in one of these accounts. The Board is open to receiving more information on this and Superintendent, Jared Caylor will schedule to have someone, such as Eric come to speak with the Board about these option.

OPEB Funding Options:

- Option A: Continue Pay-as-you-go
 - Rely on current & future years operating budget
- Option B: Establish trust without contributions
 - FREE to join; no assets = no fees charged
 - Create funding policy in future years budget planning cycle
- Option C: Establish trust + contribute
 - FREE to join
 - Agency establishes funding policy and starts contributing

**Option D: Establish Fund 20
Special Reserve Fund for Post Employment Benefits**

Deferred Maintenance Projects

2021-22		2022-23	
Beginning Balance	\$198,427	Beginning Balance	\$355,827
Contribution	\$300,000	Contribution	\$250,000
Ending Balance	\$355,827	Ending Balance	\$84,227
Project	Cost	Project	Cost
Parking Lot Resurface	\$16,500	Parking Lot Resurface	\$17,000
Athletics Fertilizer/Seed/Herbicide	\$7,500	Athletics Fertilizer/Seed/Herbicide	\$7,500
Athletics Chalk/Paint	\$3,500	Athletics Chalk/Paint	\$3,500
Athletics Infield Mix	\$2,000	Athletics Infield Mix	\$2,000
Track Maintenance (Year 3)	\$20,000	Track Maintenance (Year 4)	\$20,000
Annual Bleacher Repairs	\$5,000	Annual Bleacher Repairs	\$5,000
Painting Supplies	\$19,000	Painting Supplies	\$19,000
Chemical Services (SDS)	\$1,000	Chemical Services (SDS)	\$1,000
Student Desks/Chairs	\$25,000	Student Desks/Chairs	\$25,000
Perimeter Landscaping	\$1,000	Perimeter Landscaping	\$1,000
Water Cooler Filters	\$700	Water Cooler Filters	\$700
Erosion Work on Marguerite	\$1,000	Erosion Work on Marguerite	\$1,000
Stadium Weed Control	\$2,100	Stadium Weed Control	\$2,100
Vinegar Weed Control	\$800	Vinegar Weed Control	\$800
Palm Tree Pruning	\$1,000	Palm Tree Pruning	\$1,000
Second Half Office Carpet	\$8,000	Replace North Gym Boiler	\$12,500
Portable Stage	\$3,500	Ag Building Power Addition	\$153,000
Kitchen Fire Door	\$15,000	Ag Restrooms	\$10,000
Varisty Baseball Field Drainage	\$10,000	Shot Put Discus Pad	\$2,000
		New John Deere 1600 Mower	\$39,000
		Cafeteria Kitchen Upgrade	\$100,000

2023-24		2024-25		2025-26	
Beginning Balance	\$84,227	Beginning Balance	\$177,527	Beginning Balance	\$270,827
Contribution	\$175,000	Contribution	\$175,000	Contribution	\$175,000
Ending Balance	\$177,527	Ending Balance	\$270,827	Ending Balance	\$364,127
Project	Cost	Project	Cost	Project	Cost
Parking Lot Resurface	\$17,000	Parking Lot Resurface	\$17,000	Parking Lot Resurface	\$17,000
Athletics Fertilizer/Seed/Herbicide	\$7,500	Athletics Fertilizer/Seed/Herbicide	\$7,500	Athletics Fertilizer/Seed/Herbicide	\$7,500
Athletics Chalk/Paint	\$3,500	Athletics Chalk/Paint	\$3,500	Athletics Chalk/Paint	\$3,500
Athletics Infield Mix	\$2,000	Athletics Infield Mix	\$2,000	Athletics Infield Mix	\$2,000
Track Maintenance (Year 5)	\$20,000	Track Maintenance (Year 6)	\$20,000	Track Maintenance (Year 7)	\$20,000
Annual Bleacher Repairs	\$5,000	Annual Bleacher Repairs	\$5,000	Annual Bleacher Repairs	\$5,000
Painting Supplies	\$19,000	Painting Supplies	\$19,000	Painting Supplies	\$19,000
Chemical Services (SDS)	\$1,000	Chemical Services (SDS)	\$1,000	Chemical Services (SDS)	\$1,000
Student Desks/Chairs	\$5,000	Student Desks/Chairs	\$5,000	Student Desks/Chairs	\$5,000
Perimeter Landscaping	\$1,000	Perimeter Landscaping	\$1,000	Perimeter Landscaping	\$1,000
Water Cooler Filters	\$700	Water Cooler Filters	\$700	Water Cooler Filters	\$700
Erosion Work on Marguerite	\$1,000	Erosion Work on Marguerite	\$1,000	Erosion Work on Marguerite	\$1,000
Stadium Weed Control	\$2,100	Stadium Weed Control	\$2,100	Stadium Weed Control	\$2,100
Vinegar Weed Control	\$800	Vinegar Weed Control	\$800	Vinegar Weed Control	\$800
Palm Tree Pruning	\$1,000	Palm Tree Pruning	\$1,000	Palm Tree Pruning	\$1,000
Stadium Lights	\$105,000				
South Gym HVAC	\$65,000				

Out 3 years

1. Stadium lights
2. S. Gym (central air- power upgrades)
3. Athletic Storage- ties to the power upgrades)

Board Member, Todd Henderson shared that he would like the Board to make the facilities a priority, even if it means that more focus is placed on this instead of the Ranch and other items. Board Clerk, Jim Bingham agrees that facilities should be made a priority by the CUHSD Governing Board.

Other Considerations:

- Ongoing health/safety costs
- Ongoing staff costs (extra and/or compensation/benefits)
- Master Facilities Plan (Planning)
- Master Facilities Plan (Implementation)
- Athletic Needs - Justine Felton has created a list. The scoreboard is one of the priorities.
- Other

Superintendent, Jared Caylor would like the Board to consider a approving a Master Facilities plan. This would be a great asset to the district to help prioritize and plan for future facility plans/upgrades.

There was discussion regarding the football stadium grass, soccer fields and lighting. The Board would like to consider upgrades to the soccer field and are willing to look at other districts for ideas. The Board would like to make this part of the master facilities plan. No decisions were needed at the time however, this is a district priority.

Board President, Bill Mache discussed security on main campus and at Centennial High School. He visited Centennial and that campus is wide opened. He shared that anyone can walk on to the campus. Superintendent, Jared Caylor shared that Officer Pryatel is a continued asset to the district with this regard and has helped with main campus.

Break 9:05-9:12

**5. GOVERNANCE
HANDBOOK:**

Superintendent, Jared Caylor shared the following highlights:

CUHSD contracted with California School Boards Association (CSBA) Consultant interviewed each Board Trustee and Superintendent prior to workshop.

Conducted one day, four hour workshop with primary goal of developing a governance handbook that included the following:

Unity of Purpose

Roles and Responsibilities- elected officials

Positive Governance Team Culture

Supportive Structures and Processes

*Protocols

1. Focus on appropriate ways to respond to complaints.
2. How to properly add an agenda items.
3. Public agenda requests.
4. Visit campus.
5. Board packets and what is contained in each packet.

There was a discussion regarding the weekly board update which Superintendent, Jared Caylor sends to the Governing Board each week and the monthly board packet summary which is sent before each Board Meeting. In past practices, the Superintendent recommended approval on particular items however, Superintendent, Jared Caylor does not follow this practice anymore. There was a discussion that this is helpful and was not taken in a way that the Board needs to agree with the recommendation. This is well received either way and the Board appreciates the help and insight on certain topics.

Next Steps to consider include:

1. Are there other protocols we need to develop?
2. Are there changes that need to be made to other portions of the handbook?
3. Do we want to hire an outside consultant do facilitate this process with us again?

The Board discussed that creating a list and possibly having someone from CSBA or another retired Superintendent visit would be recommended. Superintendent, Jared Caylor will follow up on this item.

**6. STRATEGIC
PLANNING/LCAP/
DISTRICT
PRIORITIES:**

Superintendent, Jared Caylor shared the LCAP is legally mandated and in the next few months, it will be finalized and brought to the Board for approval in June.

1. Board review previous LCAP, strategic planning feedback, and previous priorities established by Board
2. Board directs Superintendent to include any new items that are missing from current lists, remove priorities/goals that are no longer relevant
3. Superintendent holds meetings with parents, DELAC, Site Council, updates LCAP
4. Superintendent shares draft LCAP w/ staff (including bargaining groups), updates draft
5. Board reviews and approves LCAP at June meeting

Goals Include

- Increase the number of students who are prepared for all post-secondary opportunities they choose to pursue
- Create a safe and well-maintained learning environment that promotes respect and responsibility among students

Goals were briefly reviewed since Larry Glover was not on the Board when these were last discussed.

Goal #1

1. Attract and retain highly qualified teachers
2. Provide academic support through counselors, paras, library, career center, and school psychologist
3. Provide instructional materials for A-G and CTE standardized courses, and academic interventions
4. Provide college/career assessments such as the SAT, ACT, and AP tests
5. Provide CTE equipment and tech
6. Provide highly qualified staff to instruct and support ELD classes
7. Provide materials for ELD classes
8. Provide training and support for ELD staff
9. Provide an English Learner counselor
10. Provide credit recovery options through HSSL, summer school, continuation school, and ISP
11. Monitor, evaluate, and assess the progress toward implementation of standards
12. Provide technology to monitor the implementation of those standards

Goal #2

1. Provide opportunities for parent involvement via DELAC, native language support, Aeries, and translation services
2. Provide a variety of course offerings
3. Provide attendance monitoring and intervention through personnel, SIS, tech support, and admin support
4. Provide programs and services to monitor and support students
5. Provide transportation (home to school)
6. Provide food services for breakfast/lunch
7. Incorporate attendance goals in IEP's
8. Contract outside agency support
9. Provide programs and services for intervention
10. Provide materials and supplies needed to keep facilities in good repair
11. Provide necessary utilities to keep District running and in good repair
12. Develop a long term plan to upgrade facilities

Board President, Bill Mache asked to clarify if tassels were still being awarded at graduation. Superintendent, Jared Caylor shared that they were still being awarded. A discussion was held regarding pathways. The school district is measured by the State however, the district finds value to incentivize a path and recognize student achievement.

School Operations – Summary of Staff Discussion

- CUHS Dress Code - Generally pleased with current dress code, minor changes suggested, need for ongoing consistent enforcement
- Electronic Device Policy - Staff generally like policy as is (no use during school day except w/ permission), need more clarification on wearables
- Faculty/Staff Dress Code - suggested general dress code from staff, potentially add to future employee handbook
- Bell Schedule - Different departments have different desires when it comes to the bell schedule. Still working on this with staff, currently evaluating what it will be next year. Goal remains to allow students to participate in work experience, apprenticeships, and/or internships during the school day
- District Communication - Staff generally appreciative of communication (newsletter, meetings, emails, etc). Would like more up to date information on new staff members, or when emergencies occur on campus.
- Student Discipline - no needed adjustments
- School Safety - Staff identified gates on the perimeter of campus as potential obstacles to evacuation, the District is working to standardize gate locks
- HR Policies/Processes - Concerns w/ bias in hiring process seem to be improving. There was discussion on the selection of interview panels, employee relations committees, and mandatory trainings

- Budget - There was some discussion on fines and how that revenue is used. Departments were advised to request replacement costs of lost items in their annual budget as fine revenue is deposited back into the general fund

There was a discussion regarding the possible bell schedule change. The two main conflicting interest are longer and shorter periods. This conflict is depending on certain class needs. There was a discussion on work experience/ job placement and the current schedule and rotation which makes it difficult for businesses to work with our students. There was a further discussion of options, one included having 6 periods with the exception of Mondays, having 4 periods. The rotating schedule would be same every week. There would be a total of 28 periods per week. The Minimum day needs were discussed and whether or not collaboration is needed every Monday. There was a discussion of decreasing the minutes every day and this is something that Superintendent Jared Caylor would like to look into more and have continued feedback from the Board.

Interventions/MTSS Summary of Staff Discussions

- Supporting Students w/ IEP's - Identified current programs and need for ongoing PD. Specifically around the IEP process, language, and legal considerations
- Supporting Students w/ 504 Plan - Similar feedback to IEPs, need more communication between support staff, counselors, and teachers on accommodations for these students
- Supporting EL Students - Group identified need for PD, to sustain current path
- Supporting Students that are Victims of Trauma - Teachers need support managing behaviors (sleeping, acting out, lack of motivation, etc), support staff need more training
- Special Education - Legal - Staff would like to know more about how discipline works related to students w/ IEP's, also would like to know more about mandated reporting process (not Special Ed only)
- Special Education - Funding - Staff seemed to think this can be handled at the District level as we are never fully funded for special education, so the goal is always to keep general fund costs down
- Social Emotional Learning - There was plenty of discussion around this. Teachers and other staff want to know more about how to work with students who are struggling. There was also talk about how to support parents/families more proactively, and how we can utilize our social media, newsletters, etc to provide more support and outreach

College Career Readiness Summary of Staff Discussions

- Promoting CTE - Need for more promotion of CTE programs with students prior to counseling appointments to schedule classes, creation of promotional videos/materials, increased outreach to ELD and special populations
- Promoting A-G - This is promoted more than CTE, but both need more promotion
- Increased Use of Rodgers Ranch - suggestions made for more community activities, need better blocks of time for more students to access Ranch, staff need support scheduling transportation
- CTE Facilities - two primary needs identified: dedicated classroom for Health, modernization of shop facilities
- Internships/Off Site Job Placements - Strong consensus that students need greater opportunities in this area *during the school day*. Barriers include the bell schedule, finding solid business connections, transportation for students, and age limitations in

certain sectors

- Grad Requirement: PE - Consensus that a 4 year requirement is overall more positive for students than negative, but may need to explore expansion of PE waivers to allow students more flexibility as upperclassmen
- Grad Requirement: Math - A lot of discussion, but consensus was staff believe a third year of math is positive and should NOT be satisfied by a CTE capstone, if anything staff seemed supportive of increasing the requirement to 4 years and allowing the 4th year to be satisfied by CTE

Curriculum, Instruction & Assessment Summary of Staff Discussions

- Increasing Rigor - Academic teachers had a robust discussion on the definition of rigor, what a rigorous classroom should look like, and what barriers exist to rigorous coursework. They also identified eight specific steps for follow up on this topic
- Improving A-G Completion Rate - Most staff agreed that this does not need to be an area of focus for the District right now, but should be balanced with other post secondary preparation
- Grading Policies - After another lengthy discussion, this group recommended that departments all meet to discuss specific criteria used for grading and then be able to communicate that consistently with students/families.
- Collection and Use of Data - While local data collection is occurring in departments and classrooms, the District needs to settle on some type of student achievement data system to better track progress
- Common Assessments - Used to a varying degree based on department, perhaps can be more consistent with end of term assessments, that are then uploaded into data system
- Modernizing Student Library - There was discussion about reconfiguring library space to allow for a conference/professional development meeting area that could double as a digital resource area for classrooms.
- AVID - With the school having adopted an AVID approach, we have established a leadership team and elective course to help maintain and grow a college going attitude among our students

There was a discussion about A-G Requirement, Graduation Requirements, CTE and Math Requirements. Board Member, Todd Henderson feels that 2 years of math is fine and there is no need to raise the Math Requirement. There was also discussion with regard to Collaboration Time, PE Waivers and Math Requirements.

7. PUBLIC COMMENT ON CLOSED SESSION:

There was none.

8. ADJOURN TO CLOSED SESSION:

The Board adjourned to closed session at 11:07 a.m.

9. REOPEN TO PUBLIC SESSION:

The Board reopened to public session at 12:50 p.m.

**10. ANNOUNCEMENT
OF ACTION TAKEN
IN CLOSED SESSION:**

No action was taken.

11. ADJOURNMENT:

The meeting adjourned at 12:51 p.m.

Approved

William Mache, President

James Bingham, Clerk