

Corning Union High School Special School Board Meeting

DATE December 13, 2022

TYPE OF MEETING:
Special

TIME: 4:00 P.M.

MEMBERS ABSENT:

PLACE: Corning Union High School
Conference Room

VISITORS:

MEMBERS PRESENT:

Tony Turri
Cody Lamb, Larry Glover

SCHOOL DISTRICT REPRESENTATIVES:

Superintendent, Jared Caylor Caylor, District Superintendent
Jason Armstrong, CUHS Principal
Justine Felton, CUHS Associate Principal
Jessica Marquez, Admin. Assistant to the Superintendent

THE CORNING UNION HIGH SCHOOL -

- 1. CALL TO ORDER:** The meeting was called to order at 12.27 p.m.by Superintendent Superintendent, Jared Caylor.
- 2. PLEDGE OF ALLEGIANCE:** Board Secretary, Jared Caylor asked the Board and audience to stand for the flag salute.
- 3. ROLL CALL:** Superintendent, Superintendent, Jared Caylor asked for a roll call.

Attendance is as follows:
 - Tony Turri
 - Cody Lamb
 - Larry Glover
- 4. PUBLIC COMMENT ON STUDY SESSION ITEM:** None.

5. STUDY SESSION

5.1 TRAINING FOR NEW BOARD MEMBERS ON CUHS GENERAL TOPICS:

The topics discussed will be academics, safety, discipline & athletics. These topics will be presented to the board by:

CUHS Principal, Jason Armstrong
CUHS Associate Principal, Justine Felton

Jason shared the following:

- Academics
- Programs
- Technical Aspects (State/Federal Reporting)
- Other

Responsibility Chart- Each day is different but admin tries to keep an order of who gets notified on certain responsibilities before it goes to the Superintendent. Other AP's will come to him before going straight to the Supt. Jason doesn't evaluate the AP's but likes to work in a hierarchy way.

Highlights

Substitutes- Esme Lopez
Career Center- Kennedy Kendrick
Student Records
Dual Enrollment
53 teachers / 11 Dept Chairs
Library
Hope Center (under counseling)
A-G
FFA
Band
Test/Reporting
SST (placement of students)

Board Member, Cody Lamb asked if AD falls under co-curricular and Jason shared that Justine will share that information later.

Overview

Teachers/ Personnel
All Programs
Data/State Reporting
Student Records
Contractual Complaints
School year planning

All of Admin positions are interwoven

Calls from parents about their kids:

- Have you talked to Felton, start there.
- Try to keep the hierarchy in this regard.

Superintendent, Jared Caylor shared that keeping things separated help with the district legal responsibility. If there is a complaint, he is the complaint officer and this helps him investigate the complaint unbiased.

- AG
- CTE
- Counseling
- Foreign Language
- English
- Math
- PE
- Science
- Social Science
- Special Ed
- VAPA

The order is typically:

1. Principal-1
2. Dept. Chair- 11
3. Counselors-4
4. Teacher-53
5. Para 19

Board Member, Tony Turri asked if the Dept. Chair is usually a leader- YES. Exception is Coring Maday runs the CTE Dept.

Academic budget is 1.1 Million dollars (supplies/services)

Budget Development

April- CBO sends out budget request forms.

Jason emails dept. chairs (discuss needs/pd/supplies)

Things are very similar from year to year unless there is new curriculum or a new class so he tries to compare year to year.

Budget Review

Submit to Supt/CBO for review

Budget adoption is in June

Staff can make purchases July 1

(This process began 4/5 years ago)

Board Member, Tony Turri asked if there is ever a surplus. Jason shared that there is sometimes. At times people get busy and forget to place orders. A good example was during COVID. The district received funds that needed to be spent and it became a lot of work for a lot of people.

Superintendent, Jared Caylor shared that the board approves the budget in June. September the board will see the unaudited actuals for the previous year and see if there is a difference. Sometimes books are closed, funds get swept and sent to the ending fund balance. The budget is always done conservatively.

Jason shared some information on grants such as CTEG,AIG, KI2 SWP. Some pay for professional development and student trips. For the Ag

incentive grant this year a total of 37K was received and this was more than past years. Others we have received 3 times in the past 4 years. Some helped with projects at the ranch such as:

1. Greenhouse
2. Walnut orchard
3. Upper Parcel

Board Member, Cody Lamb asked what the life of these grants were and Jason shared that we keep applying, although they aren't always guaranteed. Superintendent, Jared Caylor shared that CTEIG & K12 SWP are state grants in the governor's budget so there is a potential of a 25billion dollar shortfall next year which may cause them to do away with one-time money.

There was further discussion that none of these were tied to salaries and mainly for equipment but no programs would go away.

Evaluations

Charlie completes all of the teacher evaluation and has completed 33 this year.

Prob 1 Teaches- Evaluated every year

Tenured Teacher under 10 years- Evaluated every other year

Tenured Teacher over 10 years- Evaluated every 5 years (with satisfactory evaluation pervious year)

These are at least and the district can choose to do more (as desired or needed).

Board Members asked for the short version of the evaluation process and Jason shared how Charlie completes walk thrus, scheduled observations and how all materials are gathered and evaluation forms are completed. There are approximately 13 different categories that are used for the final write up.

Board Member, Cody Lamb asked how this affects student performance and there was further discussion on how a school could have great teachers but students could still need improvement. The district shared how data is important and improvements identified sometimes reflect student outcome. The district is looking to revise the process. Board Member, Cody Lamb also shared how philosophies of teachers have changed and teachers could receive good evaluations but kids need to graduate. What is the data actually showing. Maybe this could be used hand in hand with the teacher evaluations. The discussion continued how this starts at an early aged, often times before the students even arrive to high school. Jason would like to improve on using the data and focus on the growth that the students have, then possibly look teacher by teacher.

Superintendent, Jared Caylor shared that evaluations are negotiable items also.

Counseling Department

1006 students with 3 counselors

Academic Counseling
4-year plan
A-G
Graduation Requirements
Financial Aid
Post-Secondary Planning
Course Selections

Social/ Emotional Counseling
Depression, Anger, Family, Relationships, Discipline. Some academic duties often get pushed aside to allow time to address these concerns.

Counselors also help with the master schedule.

Board Member, Tony Turri asked if there was a plan in place to increase the department in order to help with these needs. Superintendent, Jared Caylor chimed in and shared that we often redirect students that have social/emotional needs to the HOPE center for services to free up the time for counselors to focus on other needs.

How to Develop a School Year

In October there is a course catalog which shows every course offered.

This is sent to everyone (departments)

Work on changes

The departments meet in December and can make proposals

The district can also propose changes at this time.

This is a good opportunity for departments to discuss need/ hear proposal and changes that may affect other departments.

Couse Development

Couse Catalog

Course Offering

Master Schedule

Student Schedule

1st day of school

Kids often think they know their schedule by march but there are many factors:

Sections

Details

Students in each class

Staffing for each class

These are all put into account and put it all together to create the master schedule. It is very complicated, never perfect but Jason enjoys the challenge. He shared examples of working and trying 30 different times until it is finally as close to 80% which is the goal. During COVID it was much more challenging due to the Independent Study needs that the district was working with. Once the Master Schedule is complete, the counselors will revise and help perfect as much as possible before the first day of school. It is difficult, but Jason loves it.

Board Member, Cody Lamb asked about Brad Schreiber as the EL Coach and Jason spoke very highly of him and his talents. Superintendent, Jared Caylor shared that promise neighborhood funds originally paid for that and educator effectiveness dollars is now paying for that. The plan is to pay for that for the next 4 years.

Programs

A-G ISP (created coming out of COVID and computer based)
Grants (CTEIG, AIG, K12 SWP) (Jason wrote them)
SST – Placement Team- (Jason and Justine serve on this team)
State/Post-Secondary Testing (Jason oversees all testing)

- FFA- Co-Curricular and Extracurricular
- Drill Team- Co-Curricular
- Ballet Folklorico- Extra curricular
- Band Co-Curricular
- Choir Co-Curricular
- Work Experience- Careers in business/Education Co-Curricular

CTE

Hope

Dual Enrollment through Shasta college

STARS

Board Member, Larry Glover asked if the classes were taken at Shasta College, No, the classes are taken here on campus but satisfies both credits here and Shasta college credits.

Board Member, Cody Lamb asked about HOPE, Jason shared that they have LMFT's that are on campus every day of the week providing services to the students. They are through River Cities Counseling.

Superintendent, Jared Caylor shared that this was initially a grant funded position for many years and he just received news that the Tribe stopped helping to fund this however will be helping again after June 30th, so this was great news.

STARS is an after-school program which has different programs such as Robotics, walking, culinary arts and many others clubs. There are approximately 30-85 kids participating in this program.

Testing

Cassie Riddle is the testing coordinator

ELPAC

All EL Students who have not been reclassified
Yearly test- reading, writing, listening, speaking
Goal of reclassification
273 EL Students

CAASPP

State required testing in Math and English
All 11th grade students

CAST

All students before they graduate (11th grade year)

OPT in Testing- PSAT, SAT, ACT, ASVAB

Most schools do away with PSAT, SAT, ACT and ASVAB now.
Cassie Riddle puts together a testing schedule each year. Board Member, Larry Glover would like to see it. She is scheduled to present to the board soon and will be able to share that information.

Technical Aspects/State Requirement, Reporting

School Calendar/Bell Schedule Creating

California School Dashboard

CALPADS – tracks everything all discipline, demographics etc.

CALSAAS- course mapping, credentials, assignments Principal and DAS
Tech

SARC- on the school website.

SPSA- this is reviewed at school site council

Bell Schedule

CUHS min 64,800 minutes 180 days

Centennial- 15 hours per week minimum

1:20-3:25 is collaboration and mostly the whole group meets but there is also time for department work and individual time for classwork.

Teachers also receive their prep. There was a discussion of the 7 periods and how the rotation works each day.

Technical Aspects/State Requirement, Reporting

CITA Contract- most common issues is understanding leaves, salary schedule and movement (PD)

Negotiations- topics and revisions that are desired/needed by district

STAFF Professional Development

2-day meeting in the summer for a retreat for Admin
22-23 school year- AVID, EL, Team Building, SPED, Dept. Meetings,
Outside Agencies
Whole District vs . School Specific (CUHS, Centennial)

Schoolwide Learning Outcomes

This shares the mission, vision and goals and every classroom displays one in their classroom.

Other

Parent Concerns/issues
Rodgers Ranch
PD Committee -Jason, Lou Buran, Charlie Troughton, Brad Schreiber
Career Center – Kennedy Kendrick
Library- Fissory
Parents Club
ACSA State Committee for CTE- Region 1 representative
Military Recruiters
Off-Site Presenters
Homecoming Parade
Chamber of Commerce
Field Trips/Industry Tours

Day to Day Logistics

Health, ASB Office, Attendance, Safety, Discipline, Athletics

Board Member, Tony Turri asked what Jason's top 3 most time-consuming items are on a day to day.

1. Teacher questions related to the budget
2. Updating the Master Schule -Process
3. State Reporting

Superintendent, Jared Caylor shared that this is also changing depending on the time of year.

Board Member, Tony Turri asked if he dealt with discipline. Typically, that is Justine, but all admin is on duty at different times and events and deal with discipline in some manner. Usually, they will refer or walk the student to Justine's office.

Break 2:17-2:25

Associate Principal, Justine Felton has worked here since 19985 under Mike Ford. Started in SPED and then working in Copy Center/Leadership.

Justine oversees the following:

Health Office

Health Aid Minerva Martinez 182 days and Nurse Kristen Mackintosh
Budget is \$2,000 (bandages, feminine products, etc.)

Accomplishments- Both survived COVID over 2200 tests in 180 days

ASB Office

ASB Admin Assistant is Myndee Albers who works 265 days per year
Budget is \$500 for office Supplies, \$250 mileage, \$1300 ASB Works
Software, \$900 Home Campus Software

Accomplishments- All ASB accounts in the positive, very few audit
findings and oversees \$250,000 ASB funds, clears all athletes

Attendance Office

Amanda Medrano 184 days Veronica Rico 182 days and translation
stipend

Budget- SARB Contract \$60000, \$1000 for office supplies, \$250 dress
code clothes, \$150 ice packs

Attendance ADA (funding for school)

CA requires school districts to track the average daily attendance (ADA)
Total ADA is defined as the total days of student's attendance divided by
the total days of instruction.

Attendance office:

Tracks period attendance- alerts Justine with anything unusual- every class
Parents first point of contact- place of business

Mark and track attendance- every period

Report attendance to the State- funding

SARB letters- try to get students to school

10% letter- mid November letters are sent to parents as needed

Short Term ISP Contracts- 5-10 days or traveling, surgery etc. District still
receives funding if the student completes work during their time away
from school

Credit based attendance policy – student needs to be here with no more
than 8 unexcused absences

9,10,11 lose 1 credit

12 or more 2 credits and so on.

Safety

2 Employees include:

SRO Officer Hewitt- Corning PD Salary Employee 180 days

Campus Supervisor- Christian Loera 182 days

Budget: Contract with PD \$80000, Threat team training \$500, Safety Supplies, \$600, InterQuest K9 \$4000

Accomplishments- Valcom System, Vape Sensors

Future Goals/Ideas- Mark all the doors, roofs, implements vulnerability assessment suggestions.

Challenges- Building a culture of trust

There was a discussion of the struggles that happen with TikTok, such as destruction and destroying bathrooms. Board Member, Larry Glover suggested to others to have them simply call the school and Admin can take care of it.

Safety Highlights:

- Run, Hide, Fight
- Required- 1 fire drill per semester
- Goal: 3 lock down drills per year
- All classrooms have ALICE protocol posted
- Run, Hide, Fight reminders are placed in the bulletin
- InterQuest – K9 detection team – 1 false alert in 14 visits
- Lunch supervision
- Situational awareness

Safety Threat Team

3 CUHS Counselors
School Psychologist
Centennial Counselor
Centennial Admin
SRO
Hope Case Carrier
SPED Director
CUHS Admin

They meet every other week as needed. 21 current and 101 since 2018

EAP Emergency Action Plan

All Athletic facilities will have a posted EAP
Portable AED device on campus
Plus, Rodgers Ranch & Centennial

Discipline

Step 1: Warning and parent contact

Step 2: 1 day of ALC or suspension and parent contact

Step 3: 2 days of ALC or suspension and parent contact

Step 4: 3 days of ALC or suspension and parent contact

Step 5: 5 days of ALC or suspension and parent contact

Step 6: 5 days of suspension and transfer to continuation

There was some discussion of issues in SPED and suspension. These create a lot of work but are important to avoid fines from the state or lawsuits.

If the Federal Government comes down on the state of CA, who's the CDE going to put it on, likely the school districts.

Justine shared that there are regulars (approximately 10-20) who she sees often and some here and there that are not frequent concerns. Besides fighting the other challenge is THC. Board Member, Cody Lamb agrees that strong discipline is good and builds respect. Superintendent, Jared Caylor shared that the admin team often has hard conversations and it is great for the board to hear some of the day to day concerns. Justine shared that if you site a minor, they go to the Restore. The SRO is often in the room with Justine but not always the point of contact. She will search and once she turns it over, then the legalities change. The Board is in favor of the ALC and likes the approach that the district has with regard to discipline.

Athletics

John Studer, AD works 210 days, Myndee Albers is the Admin Assistant and there are 40 coaches.

Budget : \$219,000 , ASB Funds each team separately

Accomplishments- New Scoreboard

Future goals/ideas- New synthetic field, concessions, ticket booth, restrooms

Challenges- holding on to traditions yet moving forward with the program

John has high expectations for our coaches and athletes. There are many conversations with everyone involved in our programs to uphold the expectations and integrity.

Athletic guidelines are signed by parents and athletes

Drug Testing happened and although it was suspended during COVID, it is reinstating Winter 2022-25 athletes each season

Realignment/League/Playoffs

Athletics- Budget

District Funds \$2219,000 22-23

Coaches Stipends \$120,000 21-22

Studer (added days) \$6500

Helmet Reconditioning \$11,000

Drug Screening \$2,000

Dugouts \$10,000 (on hold)

Field Leveling \$10,000

Misc. \$47,500

ASB Funds \$5,000 Average

Gate receipts, concessions, fundraising donations officials, tournament fees, team supplies, uniforms, equipment first aid supplies etc.

Athletics Schedules

Fall

Winter

Spring

Summer Camps

The current coaching staff was shared and all schedules are on the school website.

Athletic Eligibility

1. Maintain 2.0 gpa
2. Grades checked every grading period
3. Ineligible students may be granted probationary period
4. When a student is placed on probation, he or she will be notified in writing.

Communication

Facebook parents, alumni and community

Instagram primarily students, promoting teams and programs

Twitter parents and students

Parent Square text, all call, post parents and students

Phone / Email

Other

Frosh Orientation \$2500

PD for Felton \$600, \$250 mileage, ACSA \$1500

Staff Breakfast and lunch \$1500

Mentor for Leadership Advisor

City of Corning Rec Department

Well Rounded Students

Justine shared that students only graduation from ONE high school. It is our job to provide an environment in which a student can thrive. A healthy student who feels safe and is involved in athletics/clubs/activities will be an academically better student.

Board Member Tony Turri shared that this information was very helpful and thanked both Justin and Jason. Board Member asked about Title IX and Justine shared it is federal. Superintendent, Jared Caylor shared that Justine and John do an ongoing assessment to make sure we are complaint to avoid any issues. This may come up as a Strategic Planning Item in the future.

6. ADJOURNMENT:

A motion was made by Larry Glover and seconded by Cody Lamb to adjourn the meeting. The meeting adjourned at 3:44 p.m.

Approved

President

Clerk