



WOODVILLE UNION SCHOOL DISTRICT

16541 ROAD 168 | PORTERVILLE, CALIFORNIA

SPECIAL BOARD MEETING AGENDA

April 18, 2018 5:30 P.M. - Cafeteria

1. **CALL TO ORDER** Time: _____ by Board President Ocegüera-Martinez

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

- Fabiola Guerrero.....Present Absent Late
- Miguel Guillen.....Present Absent Late
- Amanda Medina.....Present Absent Late
- Diana Ocegüera-Martinez.....Present Absent Late
- Rick Luna.....Present Absent Late

4. **CONSENT AGENDA**

4.1 Approval of Special Board Meeting Agenda dated April 18, 2018

Motion to approve by: _____ Seconded by: _____

__ Guerrero __ Guillen __ Medina __ Ocegüera-Martinez __ Luna

Motion: Passed _____ **Failed** _____

5. **PUBLIC COMMENTS**

Opportunity for members of the public to address the Board about any items within the Board's jurisdiction but which are not on the agenda. Time Allocation: An individual speaker will be permitted up to three minutes for a comment. This will be strictly adhered to with assistance of the Board President.

6. **BOARD'S REPORT**

7. SUPERINTENDENT’S REPORT

7.1 LCAP Update

7.2 CAASPP Testing

7.2.1 Parent Information Meeting on April 3, 2018

7.3 School-Wide Activities

- Academic Egg Hunt
- Cadet Activity – April 7, 2018

8. Action item

8.1 Discussion and Possible Action of Requesting the Tulare County Office of Education to operate the District’s Special Education Program. (Enclosure 8.1)

- Tammy McKean, Assistant Superintendent of Special Services from Tulare County Office of Education will be present at the meeting to answer questions. This is an opportunity for all the Board members to seek further clarification of this issue.

Motion by: _____ Seconded by: _____

__ Guerrero __ Guillen __ Medina __ Ocegüera-Martinez __ Luna

Motion: Passed _____ Failed _____

9. Study Session

9.1 District Title I Funding and Spending Plan.

10. Information Item

10.1 Information for Rescheduling a Regular Board Meeting (Enclosure 10.1)

- Board President Ocegüera-Martinez requested information in regards to rescheduling the District’s regular board meeting for 2018.

11. ORGANIZATIONAL BUSINESS

Consideration of any item that the Governing Board wishes to have on the agenda for the next Board meeting.

12. ADJOURN MEETING

Motion by: _____ Seconded by: _____

 Guerrero Guillen Medina Ocegüera-Martinez Luna

Motion: Passed Failed

Members of the public may address the Board during the public comments period, or at the time, an item on the agenda is being discussed. A maximum of three (3) minutes will be allotted to each individual wishing to speak with a maximum of fifteen (15) minutes allotted for each agenda item. Board action cannot be taken on any item not appearing on the agenda.

If needed, a written notice should be submitted to the Superintendent requesting disability-related accommodations or modifications, including auxiliary aides and services.

Notice: If documents are distributed to the board members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 16541 Road 168, Porterville, CA.

Los miembros del público pueden dirigirse a la Mesa durante el período de comentarios públicos, o en el momento un punto en el orden del día se está discutiendo. Un máximo de tres (3) minutos será asignado a cada persona que desee hablar con un máximo de quince (15) minutos asignados para cada tema del programa. Medidas de la Junta no se puede tomar en cualquier artículo que no figure en el orden del día.

Si es necesario, un aviso por escrito debe ser presentado al Superintendente solicitando relacionados con la discapacidad adaptaciones o modificaciones, incluyendo asistentes y servicios auxiliares.

Aviso: Si los documentos se distribuyen a los miembros de la junta sobre un tema del programa dentro de las 72 horas de una reunión de la junta regular, al mismo tiempo, los documentos estarán disponibles para inspección pública en la Oficina del Distrito ubicada en 16541 Road 168, Porterville, CA.

Agenda submitted and posted by:



Jesse Navarro
Superintendent



**Special Education
Program
Woodville Elementary
School**



Special Education Program Woodville Elementary School

Background Information

With the assistance from TCOE Special Education Department, it has been determined that Woodville Elementary School District has been providing special education services for its identified students with disabilities since 2001. The rationale that led to this decision at that time is unknown but special education services have been a function of Woodville School District since 2001 or earlier.

As a small district of less than 900 ADA, Woodville Elementary School District has the option to provide special education services for its students or seek the assistance of TCOE Special Education Department. There are pro and cons for both. As part of this presentation, information will be presented so ultimately the board can make a sound and comprehensive decision on how to provide the most effective services for the district's students with disabilities.

Special Education Program Woodville Elementary School

The Special Education Program at Woodville Elementary School provides services for students with disabilities. In addition, Woodville Elementary School provides informal supplemental support for identified students who are in need of in the acquisition of the common core.

Special Education Services are provided for those students identified with the following disability or disabilities and possess a current Individual Educational Plan (IEP)

- Specific learning disability
- Intellectual Disability
- Autism
- Other health impairment
- Speech and Language

Special Education Program Woodville Elementary School

Special Education staffing for Woodville includes:

One special education teacher

Five (5) resource specialist aides



Special Education Program Woodville Elementary School

Caseload

Woodville is providing services for eighteen students (18) with valid IEPs for a specific disability or disabilities. The following are listed by disability:

- Specific learning disability (10 students)
- Intellectual disability (2 students)
 - Autism (4 students)
- Other health impairment (2 students)
- Speech and language (1 student)
- Speech only (3 students)

Informal support for the acquisition of the common core is provided for an additional seven (7) students

Special Education Program Woodville Elementary School

Individual Educational Plan Legal Requirements

Special Education regulations require that students who are identified with a disability can qualify to receive addition support. Once qualifications are met, an Individual Educational Plan is developed indicating the goals and duration of services that will be provided. Woodville School currently has eighteen (18) students with valid IEPs.

NUMBER OF STUDENTS

7	60 minutes x 4 times weekly
10	30 minutes x 4 times weekly
1	20 minutes x 4 times weekly

Total number of students = 18 Total number of minutes per day = 760

DURATION

(Note: State Indicators on the progress of students with disabilities has established that students with disabilities spend at least 80% of the instructional day in general education)

Special Education Program Woodville Elementary School

Schedule of Special Education Services

Special Educational services at Woodville Elementary School are provided utilizing three different methods of support. These are listed below:

Method Grade Level Services
Push In 5 - 8 RSP aide in classroom in support of
common core

Pull Out 5 - 8 RSP aides/Special Education
Teacher -RSP room - In support
Of IEP goals

Learning Centers K - 4 RSP aides/Special Education
(Informal support for struggling students) Teacher -RSP room- In support
Of IEP goals and common core

Special Education Program

Woodville Elementary School

Additional Duties and Responsibilities

In addition to the Special Education caseload assigned to the Special Education Teacher, the following are additional duties and responsibilities that are essential in the function of any special education program and the school site level.

- Conduct assessments to determine if a child
 - qualifies for special education services
 - Prepare all IEPs
 - Document all information on SEIS
- Serve as a member of the school site Student Study Team
- Coordinate service with general education teachers.
- Meet with parents upon their request
- Schedule all annual and tri annual IEP meetings
- Attend TCOE in service training
- Attend transitional meeting for high school
- Supervise and create schedules for instructional aides
- Progress monitoring

Special Education Program Woodville Elementary School

Annual Budget

010 General Fund - Restricted	Woodville 17/18 1st Interim	Description
Revenues		
Federal Revenues		
81810 Special Education - Entitlement	\$63,298.00	Federal - IDEA Basic Grant
87920 Transfers of Apportionments From County Offices	\$74,132.00	State- Special Education
87920 Transfers of Apportionments From County Offices	\$8,290.00	State- 2017/18 One-time funding
Total Revenues	\$145,720.00	Total Federal & State Funding
Expenditures		
Certificated & Classified Salaries		
11000 Certificated Teachers' Salaries	\$92,591.00	1 RSP Teacher
21000 Classified Instructional Salaries	\$38,841.00	2 Resource Aides (1 on 1)
21000 Classified Instructional Salaries	\$61,567.00	3 Resource Aides
Certificated & Classified Employee Benefits		
3xxxxx -Certificated Position Benefits	\$37,376.00	1 RSP Teacher Benefits
3xxxxx -Classified Positions Benefits	\$28,847.00	5 Resource Aides - Benefits
Total Employee Benefits	\$66,223.00	
Books and Supplies		
43000 Materials and Supplies	\$3,250.00	Materials & Supplies costs
Services, Other Operating Expenses		
52000 Travel and Conferences	\$500.00	Travel Costs
58000 Professional/Consulting Services	\$35,150.00	TCOE Service Contract -Psychological (1 day/wk)
58000 Professional/Consulting Services	\$24,000.00	TCOE Service Contract -Speech & Language (1 day/wk)
Total Services, Other Operating Expenses	\$59,650.00	
Total Expenditures	\$322,122.00	Total Special Education Program Costs
Excess (Deficiency) of Revenues		
	(\$176,402.00)	Amount over Federal & State Revenues
Contributions		
\$9800 Contributions from Unrestricted Resources	\$176,402.00	Unrestricted General Fund Contribution
Net Increase (Decrease) in Fund	\$0.00	

Special Education Program Proposal Summary- Tulare County Office of Education

2017-2018 Woodville Special Education Summary

<u>Revenue</u>	
17-18 ADA AB 602 Estimates	\$ 140,550.00
Total Revenue	<u>\$ 140,550.00</u>

<u>Expenses</u>	
Salary/Benefits	\$ 182,952.57
Indirect 7.97%	\$ 14,581.32
Total Expenses	<u>\$ 197,533.89</u>

Additional Funds to be taken off the top \$ (56,983.89)

Special Education Program Proposal Detail - Tulare County Office of Education

SALARY & BENEFIT PROJECTION FOR WOODVILLE SPECIAL ED STAFFING

2017-2018

Name / Job Classification	Salary	STRS	PERS	Medicare	HW	SLI	W/C	OPER Allocated	OPER FTE	Total Salary & Benefits	
Vacant- RSP Teacher- (5 days per week Step 6, Class 3)	\$ 75,298	14.43%	15.80% 22.80%	1.45%	\$ 1,092	\$ 19,040	0.05% 38	2.56000% \$ 1,928	7.53	\$ 3,637	\$ 112,651
Vacant- Aide 3.5 hours (Step 0)	\$ 13,863	-	3.161	\$ 201	\$ 57	7	355	\$ 139	-	\$ 17,783	
Vacant- Psych- 1 day per week (Step 4)	\$ 22,957	3.313	-	\$ 333	\$ 11	11	\$ 588	\$ 230	\$ 1,819	\$ 29,261	
Vacant- Speech and Language- (Step 6, Class 3)	\$ 15,060	2.173	-	\$ 218	\$ 3,808	8	\$ 386	\$ 151	\$ 1,455	\$ 23,258	
Total	\$ 127,178	\$ 16,351	\$ 3,161	\$ 1,844	\$ 22,917	64	\$ 3,256	\$ 1,272	\$ 6,910	\$ 182,953	

* 37 weeks in a school year

17-18 AB 602 Estimates Woodville
 Cost of SE Positions Provided above
 Additional Funds Taken off the top

\$ 140,550
\$ 182,953
\$ (42,403)



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**RESCHEDULING AND ADJOURNING
REGULARLY SCHEDULED BOARD MEETINGS**

Created By: Desiree Serrano and Ryan Tung
June 14, 2016

The Ralph M. Brown Act (“Brown Act”) (Gov. Code § 54950 et seq.) requires each legislative body of a local agency, including school boards, to clearly delineate the time and place for regularly scheduled meetings (“Regular Meetings”) by ordinance, resolution, bylaws or other rule. (Gov. Code § 54954; Ed. Code § 35140.) As a practical reality, school boards are not always able to convene the Regular Meeting on the previously established date. On occasion, school boards are forced to either reschedule or continue (“adjourn”) their Regular Meetings. This memorandum provides a brief overview of the process for both (1) rescheduling and (2) adjoining a regularly scheduled school board meeting.

Rescheduling a Regularly Scheduled Board Meeting

One way to change the date of a Regular Meeting is to “reschedule” it. Rescheduling the Regular Meeting allows the school board to (1) *cancel* the future Regular Meeting, and (2) reschedule it to a date and time in the future that best fits the board members’ schedules. To reschedule a Regular Meeting, the following steps should be followed:

1. **Place the item on the agenda of a preceding Regular Meeting**

A Regular Meeting may only be rescheduled by official action of the school board during open session. Therefore, in order to reschedule a future Regular Meeting, an item must be placed on the agenda of a preceding Regular Meeting contemplating the board’s intent to reschedule.

2. **Board action to reschedule the future Regular Meeting**

The board must take action in open session to reschedule a future Regular Meeting. The board’s action should clearly identify the date, time, and location of the rescheduled Regular Meeting.

3. **Notice requirement**

If the board reschedules a Regular Meeting pursuant to the aforementioned steps, then a formal notice should be posted prior to the *anceled* meeting date, indicating that the Regular Meeting has been re-scheduled. The notice should also indicate the time, date and location of the rescheduled Regular Meeting. While not specified in statute, we recommend posting this notice no later than 72 hours prior to the date of the canceled meeting, in the same places and through the same mediums as the board generally posts its agendas for Regular Meetings.

4. Post the agenda for the rescheduled meeting

As with any other Regular Meeting, the district must post the agenda at least 72 hours prior to the commencement of the rescheduled Regular Meeting.

Adjourning a Regularly Scheduled Board Meeting

In some instances, the school board will not have sufficient time to properly proceed through the rescheduling process. When the rescheduling process has not been or cannot be followed, the only way to change the date of a Regular Meeting is to “adjourn” it. (Gov. Code § 54955.) Adjourning the Regular Meeting allows the board to continue the Regular Meeting to a future date. (*Id.*) When a Regular Meeting is properly adjourned, the subsequent re-adjourned meeting shall be considered a Regular Meeting for all purposes. (*Id.*) As shown below, a quorum is not necessary to adjourn a Regular Meeting.

The suggested process for adjourning a Regular Meeting depends upon when the district becomes aware that the meeting need-be adjourned. School boards most often use the adjournment process under two circumstances:

1. When the board or Superintendent know in advance that they need to reschedule a Regular Meeting, but it is too late for the board to take action to reschedule during a prior Regular Meeting

In this situation, at or prior to the date and time of the Regular Meeting, the Superintendent should post a *Notice of Adjournment* on or near the door of the location where the meeting was to be held. (Gov. Code § 54955.) This Notice of Adjournment should (1) indicate the Regular Meeting has been adjourned, and (2) specify the date, time, and location where the Regular Meeting will re-adjourn. (*A template Notice of Adjournment is attached hereto as Exhibit A*). No later than 24 hours after the adjournment, the Superintendent must also post the Notice of Adjournment on the school district website (if available), deliver it to each school board member, and mail a copy to each local newspaper of general circulation, radio or television station that has requested notice in writing.

2. When the board does not know in advance that there will less than a quorum of board members at a Regular Meeting

In this second situation, if less than a quorum of the board is present at a Regular Meeting, the members present may adjourn the Regular Meeting to a future time, date and location. If no board members are present, the secretary (i.e., the Superintendent) may declare the meeting adjourned by preparing an *Order and Notice of Adjournment*, indicating the Regular Meeting has been adjourned, and specifying the date, time, and location where the Regular Meeting will re-adjourn. (*A template Order and Notice of Adjournment is attached hereto as Exhibit B*). This Order and Notice of Adjournment must be posted on or near the door of the location where the adjourned meeting was to be held. No later than 24 hours after the adjournment, the Superintendent must also post the Notice of Adjournment on the school district website (if available), deliver it to each school board member, and mail a copy to each local newspaper of