



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

Board of Trustees Meeting Agenda
Monday, November 5, 2018 • 6:00 PM
Hydesville School Library
3050 Johnson Road Hydesville, CA 95547

1.0 Call to Order

- 1.1 Flag Salute

2.0 Approval of Agenda Order

3.0 Consent Agenda

- 3.1 Approval of Minutes, October 8, 2018, Regular Board Meeting
- 3.2 Approval of Warrants

4.0 Awards and Recognitions

- 4.1 Veronica Medina
- 4.2 Lindsay Henderson

5.0 Reports

- 5.1 Student Report
- 5.2 Hydesville Parent Group
- 5.3 Hydesville Sports Booster Club
- 5.4 Athletic Director
- 5.5 Staff Report
- 5.6 Superintendent-Principal

6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

7.0 Information/Action Items

7.1 Information Items:

- 7.1.1 School Climate Team Report
- 7.1.2 After School Program Update
- 7.1.3 Safe Routes to Schools Update

7.2 Action Items:

- 7.2.1 Consider Approval of LCAP Local Indicators
- 7.2.2 Consider Approval of Interdistrict Attendance Board Policy
- 7.2.3 Consider Approval of One-time GATE Support Stipend
- 7.2.4 Consider Approval of Governance Calendar and Handbook



Hydesville Elementary School District

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8.0 Board Member Comments

9.0 Announcements

9.1 Next Regular Board Meeting: Monday, December 10, 2018 at 6:00 PM

9.2 Recommended additions to the agenda can be submitted to the board president or superintendent seven days prior to the next regular meeting date.

10.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

10.1 Collective Bargaining Negotiations (Cal. Gov. Code § 54957)

10.2 Consideration and Possible Approval of Public Employment Appointment (Cal. Gov. Code § 54957):

10.2.1 Athletic Coaching Positions

10.2.2 One Time GATE Support

10.2.3 Classroom Assistant

10.2.4 After School Coordinator

10.3 Public Employee Evaluation- Superintendent (Cal. Gov. Code § 54957)

11.0 Reconvene to Open Session

11.1 Report Action Taken During Closed Session

12.0 Adjournment

NOTICE: Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

Board of Trustees Meeting Minutes
Monday, October 8, 2018 • 6:00 PM
Hydesville School Library
3050 Johnson Road Hydesville, CA 95547

1.0 Call to Order

1.1 Flag Salute

In attendance. Thomas Valterria, Shiloh Mitten, George Gredassoff, Nicole Genaro, Mandy Marquez, August Deshais, Clint Victorine, Mollie Holmgren, Sarah Reback, Laurie Newman, Sarah McWhorter, Nicole Miller, David Fisch, Chris Fisch, Ashlee Byrd, Nicole Bill, Jesse Genaro, Mark Marquez, Travis Victorine, Christine Victorine, Maile Feuerman, Alisha Hudson, Alyssa Pope, Katie Briseno

2.0 Approval of Agenda Order

Nicole moved with a second from Thomas VOTE: 5 yay / 0 nay

3.0 Consent Agenda

- 3.1 Approval of Minutes, September 10, 2018 Regular Board Meeting and September 17, 2018 Special Board Meeting Mandy moved to approve consent agenda and pulled # 3.1 for discussion with a second from Shiloh VOTE: 5 yay / 0 nay
- 3.2 Approval of September 2018 Warrants
- 3.3 Quarterly Report on Williams Uniform Complaints

4.0 Awards and Recognitions

- 4.1 Sarah Reback- Sarah Reback received recognition from the board.

5.0 Reports

- 5.1 Student Report- No student report
- 5.2 Hydesville Parent Group- Shiloh reported on current and past fundraising events
- 5.3 Hydesville Sports Booster Club- Clint reported on sports programs, new officers and directors for boosters
- 5.4 Athletic Director- Travis reported on soccer, volleyball and basketball
- 5.5 Staff Report- Katie reported on field trips for 2nd, 4th and 6th grades. Ashlee reported on 7th grade HEF grant, 8th grade reading, Red Ribbon Week, and Socktober
- 5.6 Superintendent-Principal- August reported on enrollment, sports, school functions, awards, site council, school climate and field trips.



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6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

No public comment was made.

7.0 Information/Possible Action Items

7.1 Information:

- 7.1.1 District Proposal Regarding Negotiations- August reported information regarding negotiations and district proposal.
- 7.1.2 Volunteer/Stipend Position Update- Not much to update will revisit at future board meeting
- 7.1.3 Safe Routes to Schools- August will reach out to the County in November
- 7.1.4 After School Program Update- August stated the requirements for the position.
- 7.1.5 Interdistrict Transfer Agreement Update- August informed everyone about the county wide agreement for IDT students
- 7.1.6 Interdistrict Attendance Board Policy, First Reading- August reported the IDT policy regarding attendance
- 7.1.7 Superintendent-Principal Evaluation Tool- August informed the board about the information he pulled from the California School Board Association website regarding the evaluation tool. The board will share a consensus evaluation with August during closed session at the November meeting. August will provide a self evaluation to the board by October 26.

7.2 Possible Action Items:

- 7.2.1 Resolution Regarding Sufficiency of Instructional Materials- Covered during public hearing prior to board meeting. No action taken.
- 7.2.2 Transitional Kindergarten Board Policy- August reported on the TK policy that we have in place and recommended adopting the policy as is. VOTE 5 yay / 0 nay
- 7.2.3 Governance Handbook and Calendar- The board requested August add items regarding parliamentary procedures and bring the handback before them in November. No action was taken.
- 7.2.4 Acceptance of Donation for Fencing Project- August reported how this would keep the students safer, recognized Murrish Market for their donation. Mandy moved with a second from Thomas. VOTE: 5 yay / 0 nay
- 7.2.5 Chromebook Cart Purchase- August explained how the Title 4 funds were going to be used for the purchase of chromebooks and the cart. Nicole moved with a second from Mandy VOTE: 5 yay / 0 nay



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8.0 Board Member Comments-

Nicole commented on which, if any, school logos the school has adopted. August will investigate.

9.0 Announcements

9.1 Next Regular Board Meeting: Monday, November 5, 2018 at 6:00 PM

9.2 Recommended additions to the agenda can be submitted to the board president or superintendent seven days prior to the next regular meeting date.

10.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

10.1 Collective Bargaining Negotiations (Cal. Gov. Code § 54957)

10.2 Consideration and Possible Approval of Public Employment Appointment (Cal. Gov. Code § 54957):

10.2.1: 7th/8th Girls Basketball Coach

10.2.2: 6th Girls Basketball Coach

11.0 Reconvene to Open Session

11.1 Report Action Taken During Closed Session

The board unanimously approved appointment of Terril Bradford, Bridget Chittenden, and Cari Murray as the girls' basketball coaches.

12.0 Adjournment

NOTICE: Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.

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HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

#J2545 10/10/2018
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BATCH: 0013 << Held for Audit >> FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu Res	Y Goal	Punc	Obj	Sch Mgmt	AMOUNT	UT	UT OBJ	RATE	USE TAX	AMT	FLAG			
002166-01 P G & E																							
	PV-190251	09/20/18	3662253047-9		01	01-0000-0-1193-8100-5520-000-0000								11.11	N			0.00		N			
	TOTAL PAYMENT AMOUNT													11.13	*			0.00	*				
030009-01 POLANSKY, ARLENE																							
	PV-190244	10/01/18	SUPPLIES		01	01-8150-0-1193-8100-4381-000-0000								9.46	N			0.00		N			
	TOTAL PAYMENT AMOUNT													9.46	*			0.00	*				
002117-01 REVOLVING CASH FUND																							
	PV-190253	10/08/18	1035 FORTUNA HS		01	01-1100-0-1300-4200-5801-000-0000								375.00	N			0.00		N			
	TOTAL PAYMENT AMOUNT													375.00	*			0.00	*				
002673-01 RIGGS, RACHAEL																							
	PV-190239	10/01/18	CLASS SUPPLIES		01	01-1100-0-1110-1000-4310-000-0103								46.24	N			0.00		N			
	TOTAL PAYMENT AMOUNT													46.24	*			0.00	*				
002411-01 SCOTTY'S CUTTERS EDGE																							
	PV-190241	09/19/18	114833		01	01-8150-0-1193-8110-5800-000-0000								91.66	N			0.00		N			
	TOTAL PAYMENT AMOUNT													91.66	*			0.00	*				
TOTAL FUND PAYMENT														2,592.68	**			0.00	**				

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 ACCOUNTS PAYABLE DISTRICT PRELIST
 ALL BATCH TYPES

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BATCH: 0013

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	1099										
REQ NO	REF NO	INV DATE	INV DESC DTL# LN	Fu Res	Y Goal	Func Obj	Sch Mgmt	AMOUNT	UT	UT OBJ RATE	USE TAX	AMT	FLAG
=====													
010090-01	AT&T												
	FV-190242	09/25/18	0824106111092518	01		01-0000-0-1193-8100-5909-000-0000		928.46	N			0.00	N
	TOTAL PAYMENT AMOUNT							928.46 *				0.00	*
030099-01	AYALA, MARA												
	PV-190233	10/02/18	PIPSPEE CRED	01		01-6500-0-5770-1120-5210-000-0000		100.00	N			0.00	N
	PV-190234	10/03/18	SUPPLIES	01		01-1100-0-1110-1000-4310-000-0113		42.12	N			0.00	N
	TOTAL PAYMENT AMOUNT							142.12 *				0.00	*
030076-01	CITY CARDS												
	PV-190248	09/14/18	STAMPS	01		01-0000-0-0000-7200-5950-000-0000		100.00	N			0.00	N
	PV-190257	08/25/18	COSTCO	01		01-8150-0-1193-8100-4381-000-0000		18.43	N			0.00	N
	TOTAL PAYMENT AMOUNT							118.43 *				0.00	*
001294-01	FORTUNA ACE HARDWARE												
	PV-190252	08/22/18	285217	01		01-8150-0-1193-8100-4381-000-0000		8.96	N			0.00	N
	TOTAL PAYMENT AMOUNT							8.96 *				0.00	*
030101-01	LEARNING WITHOUT TEARS												
	PV-190249	09/10/18	1243541-1	01		01-0000-0-1110-1000-4310-000-0000		296.32	N			0.00	N
	TOTAL PAYMENT AMOUNT							296.32 *				0.00	*
000275-01	MENDES SUPPLY CO												
	PV-190255	08/29/18	M154557	01		01-0000-0-1193-8100-4374-000-0000		535.04	N			0.00	N
	PV-190256	09/19/18	M155247A	01		01-0000-0-1193-8100-4374-000-0000		10.06	N			0.00	N
	TOTAL PAYMENT AMOUNT							545.10 *				0.00	*
002500-01	MURRISH'S HYDESVILLE MARKET												
	PV-190231	09/06/18	012931	01		01-0000-0-1193-8100-4374-000-0000		19.80	N			0.00	N
	TOTAL PAYMENT AMOUNT							19.80 *				0.00	*

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HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

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BATCH: 0013

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	1099				
REQ NO	REF NO	INV DATE	INV DESC DTL# LN Fu Res Y Goal Func Obj Sch Mgmt	AMOUNT	UT	UT OBJ RATE	USE TAX AMT FLAG
002327-01 CDE							
PV-190250	09/21/18 SF-29458	01	13-5310-0-0000-3700-4710-000-0000	125.40	N		0.00 N
TOTAL PAYMENT AMOUNT				125.40 *			0.00 *
030076-01 CITI CARDS							
PV-190245	08/24/18 SMART FOODSERVIC	01	13-5310-0-0000-3700-4710-000-0000	299.20	N		0.00 N
PV-190245	08/24/18 SMART FOODSERVIC	01	13-5310-0-0000-3700-4396-000-0000	93.89	N		0.00 N
PV-190246	09/12/18 COSTCO	01	13-5310-0-0000-3700-4710-000-0000	6.99	N		0.00 N
PV-190246	09/12/18 COSTCO	01	13-5310-0-0000-3700-4396-000-0000	51.39	N		0.00 N
PV-190247	09/12/18 COSTCO	01	13-5310-0-0000-3700-4710-000-0000	42.85	N		0.00 N
PV-190254	09/12/18 SMART FOODSERVIC	01	13-5310-0-0000-3700-4710-000-0000	35.53	N		0.00 N
TOTAL PAYMENT AMOUNT				531.65 *			0.00 *
002541-01 CRYSTAL CREAMERY							
PV-190235	09/05/18 16896365	01	13-5310-0-0000-3700-4710-000-0000	58.17	N		0.00 N
PV-190236	09/11/18 16910580	01	13-5310-0-0000-3700-4710-000-0000	138.86	N		0.00 N
PV-190237	09/18/18 16927823	01	13-5310-0-0000-3700-4710-000-0000	144.62	N		0.00 N
PV-190238	09/25/18 16944621	01	13-5310-0-0000-3700-4710-000-0000	144.16	N		0.00 N
TOTAL PAYMENT AMOUNT				485.82 *			0.00 *
001711-01 FRANZ FAMILY BAKERIES							
PV-190240	09/19/18 048044226208	01	13-5310-0-0000-3700-4710-000-0000	43.70	N		0.00 N
TOTAL PAYMENT AMOUNT				43.70 *			0.00 *
002500-01 MURRISH'S HYDESVILLE MARKET							
PV-190232	09/07/18 012933	01	13-5310-0-0000-3700-4710-000-0000	17.37	N		0.00 N
TOTAL PAYMENT AMOUNT				17.37 *			0.00 *
002505-01 SYSCO FOODS OF SACRAMENTO							
PV-190243	01/01/18 131956708	01	13-5310-0-0000-3700-4710-000-0000	537.03	N		0.00 N
PV-190243	01/01/18 131956708	01	13-5310-0-0000-3700-4396-000-0000	83.91	N		0.00 N
TOTAL PAYMENT AMOUNT				620.94 *			0.00 *
TOTAL FUND PAYMENT				1,825.08 **			0.00 **
TOTAL BATCH PAYMENT				4,417.76 ***			0.00 ***
TOTAL ACCOUNTS PAYABLE				6,417.76 ****			0.00 ****

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HUMBOLDT COUNTY OFFICE OF EDUCATION
 ACCOUNTS PAYABLE DISTRICT PRELIST
 ALL BATCH TYPES

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BATCH: 0014

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC DTL# LN	Fu Res	Y Goal	Func Obj	Sch Mgmt	AMOUNT	UT	UT OBJ RATE	USE TAX	AMT	PLAC
030090-01	AT&T															
	PV-190262	10/04/18	11998845			01	01-0000-0-1193-8100-5909-000-0600				88.31	N		0.00		N
							TOTAL PAYMENT AMOUNT				88.31	*		0.00	*	
002460-01	DAVID L. MOONIE & CO. LLP	941056328														
	PV-190268	10/05/18	AUDITING 60%			01	01-0000-0-1192-7191-5822-000-0000				2,250.00	N		0.00		Y
							TOTAL PAYMENT AMOUNT				2,250.00	*		0.00	*	
002079-01	DEPARTMENT OF JUSTICE															
	PV-190263	10/03/18	330201			01	01-0000-0-0000-7200-5861-000-0000				32.00	N		0.00		N
							TOTAL PAYMENT AMOUNT				32.00	*		0.00	*	
001294-01	FORTUNA ACE HARDWARE															
	PV-190266	10/09/18	287422			01	01-0000-0-1193-8100-4374-000-0000				6.82	N		0.00		N
	PV-190266	10/09/18	287422			01	01-8150-0-1193-8100-4381-000-0000				102.34	N		0.00		N
							TOTAL PAYMENT AMOUNT				109.16	*		0.00	*	
030034-01	HEINEMANN															
	PV-190274	07/11/18	6926877			01	01-6300-0-1110-1000-4110-000-0000				15,205.19	N		0.00		N
	PV-190275	09/27/18	6982306			01	01-6300-0-1110-1000-4110-000-0000				1,026.46	N		0.00		N
							TOTAL PAYMENT AMOUNT				16,231.65	*		0.00	*	
002320-01	HUMBOLDT LOCK & SAFE	546903162														
	PV-190264	09/19/18	30395			01	01-8150-0-1193-8100-4381-000-0000				37.98	N		0.00		Y
							TOTAL PAYMENT AMOUNT				37.98	*		0.00	*	
001201-01	HYDESVILLE COUNTY WATER DIST.															
	PV-190261	09/23/18	020700 AUU/SEPT			01	01-0000-0-1193-8100-5530-000-0000				1,325.00	N		0.00		N
							TOTAL PAYMENT AMOUNT				1,325.00	*		0.00	*	

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HUMBOLDT COUNTY OFFICE OF EDUCATION
 ACCOUNTS PAYABLE DISTRICT PRELIST
 ALL BATCH TYPES

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BATCH: 0014

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

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VENDOR NO	VENDOR REMIT NAME			TAX ID NO								1099											
REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT OBJ	RATE	USE	TAX	AMT	FLAG			
=====																							
001294-01 FORTUNA ACE HARDWARE																							
	PV-190265	10/09/18	287422		01	13-5310-0-0000-3700-4396-000-0000							46.24	N				0.00		N			
													TOTAL PAYMENT AMOUNT	46.24	*			0.00	*				
001711-01 FRANZ FAMILY BAKERIES																							
	PV-190259	09/26/18	048044226907		01	13-5310-0-0000-3700-4710-000-0000							28.60	N				0.00		N			
													TOTAL PAYMENT AMOUNT	28.60	*			0.00	*				
TOTAL FUND PAYMENT													74.84	**			0.00	**					
TOTAL BATCH PAYMENT													23,654.29	***			0.00	***					
TOTAL ACCOUNTS PAYABLE													23,654.29	****			0.00	****					

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HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

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BATCH: 0015 << Held for Audit >> FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT OBJ	RATE	USE	TAX	AMT	FLAG	
=====																									
030039-01	COASTAL BUSINESS SYSTEMS INC																								
	PV-190279	10/09/18	23512726		01	01-0000-0-1110-1000-5637-000-0000											969.18	N				0.00		N	
	TOTAL PAYMENT AMOUNT																969.18	*				0.00	*		
=====																									
030103-01	NATIONAL GEOGRAPHIC SOCIETY																								
	PV-190276	10/11/18	48625		01	01-0000-0-1110-1000-5801-000-0000											120.00	N				0.00		N	
	TOTAL PAYMENT AMOUNT																120.00	*				0.00	*		
=====																									
030009-01	POLANSKY, ARLENE																								
	PV-190281	10/12/18	BATTERY FOR THEM 01		01	01-0000-0-0000-7200-4392-000-0000											8.67	N				0.00		N	
	TOTAL PAYMENT AMOUNT																8.67	*				0.00	*		
=====																									
001933-01	SPURR																								
	PV-190278	09/30/18	93960		01	01-0000-0-1193-8100-5511-000-0000											34.76	N				0.00		N	
	TOTAL PAYMENT AMOUNT																34.76	*				0.00	*		
=====																									
002690-01	U.S.BANK CORPORATE PAYMENT CTR																								
	PV-190282	09/07/18	AMAZON		01	01-6500-0-5770-1120-4310-000-0000											30.68	N				0.00		N	
	PV-190283	09/10/18	AMAZON		01	01-8150-0-1193-8100-4381-000-0000											157.91	N				0.00		N	
	PV-190284	09/12/18	USPS		01	01-0000-0-0000-7200-5950-000-0000											7.90	N				0.00		N	
	PV-190285	09/19/18	AMAZON		01	01-0022-0-1110-2420-4310-000-0000											40.92	N				0.00		N	
	PV-190286	09/21/18	USPS		01	01-0000-0-0000-7200-5950-000-0000											24.70	N				0.00		N	
	PV-190287	09/25/18	AMAZON		01	01-0000-0-0000-7200-4351-000-0000											317.31	N				0.00		N	
	PV-190288	09/25/18	AMAZON		01	01-0000-0-0000-7200-4351-000-0000											14.76	Y	9560-00	7.750%		1.14		N	
	PV-190289	09/26/18	USPS		01	01-0000-0-0000-7200-5950-000-0000											6.70	N				0.00		N	
	PV-190291	09/26/18	AMAZON		01	01-9012-0-1110-1000-4310-000-0111											444.59	N				0.00		N	
	PV-190292	10/01/18	AMAZON		01	01-0000-0-0000-7200-4351-000-0000											28.55	Y	9560-00	7.750%		2.21		N	
	PV-190293	10/08/18	AMAZON		01	01-9012-0-1110-1000-4310-000-0111											30.60	Y	9560-00	7.750%		2.37		N	
	PV-190294	10/08/18	AMAZON		01	01-0000-0-1110-1000-4310-000-0000											16.22	N				0.00		N	
	PV-190295	09/10/18	APPLE		01	01-6500-0-5770-1120-4310-000-0000											39.97	N				0.00		N	
	PV-190296	09/10/18	APPLE		01	01-6500-0-5770-1120-4310-000-0000											7.98	N				0.00		N	
	PV-190297	09/24/18	AMAZON		01	01-6500-0-5770-1120-4310-000-0000											72.44	N				0.00		N	
	TOTAL PAYMENT AMOUNT																1,241.23	*				5.72	*		
TOTAL FUND PAYMENT																	2,373.84	**				5.72	**		

Handwritten signature
10/23/18

APY500
DORA
24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

#J5578 10/23/2018
PAGE 2

BATCH: 0015

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO								AMOUNT	UT	UT OBJ RATE	USE TAX AMT	FLAG			
REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu Res	Y Goal	Func	Obj	Sch Mgmt							
=====																	
001711-01	FRANZ FAMILY BAKERIES																
	PV-190277	10/03/18	048044227607		01	13-5310-0-0000-3700-4710-000-0000							54.34	N			
	TOTAL PAYMENT AMOUNT													54.34	*	0.00	*
002505-01	SYSCO FOODS OF SACRAMENTO																
	PV-190280	10/15/18	131978542		01	13-5310-0-0000-3700-4710-000-0000							780.63	N			
	PV-190280	10/15/18	131978542		01	13-5310-0-0000-3700-4196-000-0000							12.77	N			
	TOTAL PAYMENT AMOUNT													793.40	*	0.00	*
TOTAL FUND PAYMENT											847.74	**	0.00	**			
TOTAL BATCH PAYMENT											3,221.58	***	5.72	***			
TOTAL ACCOUNTS PAYABLE											3,221.58	****	5.72	****			

Coy M. Smith
10/23/18

APY500
DORA
24 HYDESVILLE

HUMBOLET COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

8J6960 10/29/2018
PAGE 1

BATCH: 0016

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	1099														
REQ NO	REF NO	INV DATE	INV DESC DTL# LN	Fu Res	Y Goal	Func	Obj	Sch Mgmt	AMOUNT	UT	DT	OBJ	RATE	USE	TAX	AMT	FLAG
030010-01	BRISENO, KATHERINE																
	PV-190305	10/05/18	AMAZON	01		01-1100-0-1110-1000-4310-000-0000			41.95	Y	9566-00	7.750%		3.25		N	
	PV-190306	10/04/18	AMAZON	01		01-1100-0-1110-1000-4310-000-0000			1.01	Y	9566-00	7.750%		0.00		N	
			TOTAL PAYMENT AMOUNT						42.96	*				3.25		*	
001376-01	DEMCO SUPPLY INC.																
	PV-190304	10/16/18	6474426	01		01-0022-0-1110-2420-4310-000-0000			89.30	N				0.00		N	
			TOTAL PAYMENT AMOUNT						89.30	*				0.00		*	
001294-01	FORTUNA ACE HARDWARE																
	PV-190307	10/24/18	288107	01		01-8150-0-1193-8100-4381-000-0000			39.04	N				0.00		N	
	PV-190308	10/24/18	288105	01		01-8150-0-1193-8100-4381-000-0000			146.65	N				0.00		N	
			TOTAL PAYMENT AMOUNT						185.69	*				0.00		*	
001516-01	RECOLOGY EEL RIVER					942293478											
	PV-190300	10/26/18	110751	01		01-0000-0-1193-8100-5560-000-0000			409.04	N				0.00		N	
			TOTAL PAYMENT AMOUNT						409.04	*				0.00		*	
002222-01	SONOMA COUNTY OFFICE OF ED																
	PV-190301	10/09/18	IN19-01016	01		01-0000-0-0000-7200-5210-000-0000			50.00	N				0.00		N	
			TOTAL PAYMENT AMOUNT						50.00	*				0.00		*	
030104-01	STS EDUCATION																
	PV-190298	10/23/18	37453	01		01-4127-0-1133-1000-4400-000-0000			8,239.72	N				0.00		N	
			TOTAL PAYMENT AMOUNT						8,239.72	*				0.00		*	
002390-01	STURDEVANT, ALISON																
	PV-190309	08/13/18	DOLLAR GENERAL	01		01-1100-0-1110-1000-4310-000-0114			88.09	N				0.00		N	
	PV-190310	08/26/18	SAFEWAY	01		01-1100-0-1110-1000-4310-000-0114			13.72	N				0.00		N	
	PV-190311	08/18/18	DOLLAR TREE	01		01-1100-0-1110-1000-4310-000-0114			11.05	N				0.00		N	
	PV-190312	08/18/18	DOLLAR TREE	01		01-1100-0-1110-1000-4310-000-0114			18.55	N				0.00		N	
	PV-190313	08/13/18	TARGET	01		01-1100-0-1110-1000-4310-000-0114			12.47	N				0.00		N	
	PV-190314	08/02/18	AMAZON	01		01-1100-0-1110-1000-4310-000-0114			51.70	N				0.00		N	
	PV-190315	08/23/18	AMAZON	01		01-1100-0-1110-1000-4310-000-0114			39.22	N				0.00		N	

HUMBOLDT COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE DISTRICT PRELIST
ALL BATCH TYPES

BATCH: 0016

<< Held for Audit >>

FUND: 01 GENERAL FUND

VENDOR NO VENDOR REMIT NAME TAX ID NO 1099
REQ NO REF NO INV DATE INV DESC DTL# LN Fu Res Y Goal Func Obj Sch Mgmt AMOUNT UT UT OBJ RATE USE TAX AMT FLAG

002390-01 (CONTINUED)

PV-190316	08/23/18	AMAZON	01	01-1100-0-1110-1000-4310-000-0114	18.85	N	0.00	N
PV-190317	08/29/18	TPT	01	01-1100-0-1110-1000-4310-000-0114	92.30	N	0.00	N
PV-190318	09/07/18	TPT	01	01-1100-0-1110-1000-4310-000-0114	5.99	N	0.00	N
PV-190320	09/17/18	TPT	01	01-1100-0-1110-1000-4310-000-0114	3.00	N	0.00	N
				TOTAL PAYMENT AMOUNT	354.94	*	0.00	*

002570-01 SUDDENLINK

PV-190302	10/12/18	10/20 - 11/19	01	01-0000-0-1193-8100-5909-000-0000	242.33	N	0.00	N
				TOTAL PAYMENT AMOUNT	242.33	*	0.00	*

TOTAL FUND PAYMENT 9,613.98 ** 3.33 **

Cary Miller
10/29/18

APY500
 DORA
 24 HYDESVILLE

HUMBOLDT COUNTY OFFICE OF EDUCATION
 ACCOUNTS PAYABLE DISTRICT PRELIST
 ALL BATCH TYPES

#J6960 10/29/2018
 PAGE 3

BATCH: 0016

<< Held for Audit >>

FUND: 13 CAFETERIA FUND

VENDOR NO	VENDOR REMIT NAME	TAX ID NO	REQ NO	REF NO	INV DATE	INV DESC	DTL#	LN	Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	AMOUNT	UT	UT OBJ	RATE	USE	TAX	AMT	PLAS	
002362-01	EUREKA HUMB FIRE EXT	941555848																							
	PV-190299	10/19/18	170630				01		13-5310-0-0000-3700-5800-000-0000								137.17	N				0.00		N	
									TOTAL PAYMENT AMOUNT								137.17	*				0.00	*		
001711-01	FRANZ FAMILY BAKERIES																								
	PV-190303	10/13/18	048044228808				01		13-5310-0-0000-3700-4710-000-0000								60.06	N				0.00		N	
									TOTAL PAYMENT AMOUNT								60.06	*				0.00	*		
	TOTAL FUND PAYMENT																197.23	**				0.00	**		
	TOTAL BATCH PAYMENT																9,811.21	***				3.33	***		
	TOTAL ACCOUNTS PAYABLE																9,811.21	****				3.33	****		

Cy M. Smith
 10/29/18



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

ENROLLMENT REPORT

As of October 31, 2018

	2016-17	2017-18	2018-19
Kindergarten	18	19	23
First	24	18	20
Second	20	24	22
Third	22	18	22
Fourth	20	22	21
Fifth	19	26	19
Sixth	23	20	25
Seventh	20	20	21
Eighth	24	22	15
TOTAL	190	189	188

Wildcat Way

	<i>Be Safe</i>	<i>Be Respectful</i>	<i>Be Responsible</i>
CLASSROOM	Use materials as intended Keep hands and feet to yourself Walk at all times	Be an attentive listener Take care of school materials Use polite language	Be on time Stay on task Follow directions
CAFETERIA	Walk at all times Stay seated while eating	Use polite language Invite others to sit with you	Eat what you take Clean up after yourself
HALLWAY	Walk at all times Stay in line when expected to do so	Use a quiet voice Politely greet those you see	Wait patiently Head directly to where you're going
PLAYGROUND	Use equipment as it is meant to be used Follow game rules	Include others Show sportsmanship	Put equipment away when done Line up quickly when recess is over
BATHROOM	Use bathrooms as they are meant to be used Wash and dry your hands	Give others privacy Clean up after yourself	Flush Return to class when done
OFFICE	Walk at all times	Use a quiet voice Use polite language	Wait patiently
LIBRARY	Treat books with care Walk at all times	Use a quiet voice Use polite language	Return books on time Wait patiently

**HYDESVILLE ELEMENTARY SCHOOL DISTRICT
Student Incident Form**

Student Information:

Student (Full Name): _____ Teacher: _____ Grade: _____
 Reported By: _____ Incident Date: _____ Time: _____

Location:

Classroom	Playground	Hallway	Bathroom	Cafeteria
Office	Library	Bus	Field Trip	After School

Other: _____

Behaviors That Can Be Minor or Major:

Disrespect	Dress Code
Defiance	Physical Contact
Disruption	
Inappropriate Language/Gestures	
Misuse of Property	
Misuse of Technology	

Other: _____

Behaviors That Can Be Major Only:

Noncompliance/Defiance/Insubordination	
Physical Aggression	Lying
Abusive Language	Fighting
Property Damage	Cheating
Inappropriate Location	Bullying
Inappropriate Display of Affection	

Harassment Other: _____

Possible Motivation:

Obtain Peer Attention	Obtain Adult Attention	Obtain Items/Activities
Avoid Peer Attention	Avoid Adult Attention	Avoid Items/Activities
Unknown	Other: _____	

Others Involved:

No One Peer(s) Teacher Staff Substitute Other: _____

Action Taken for Major:

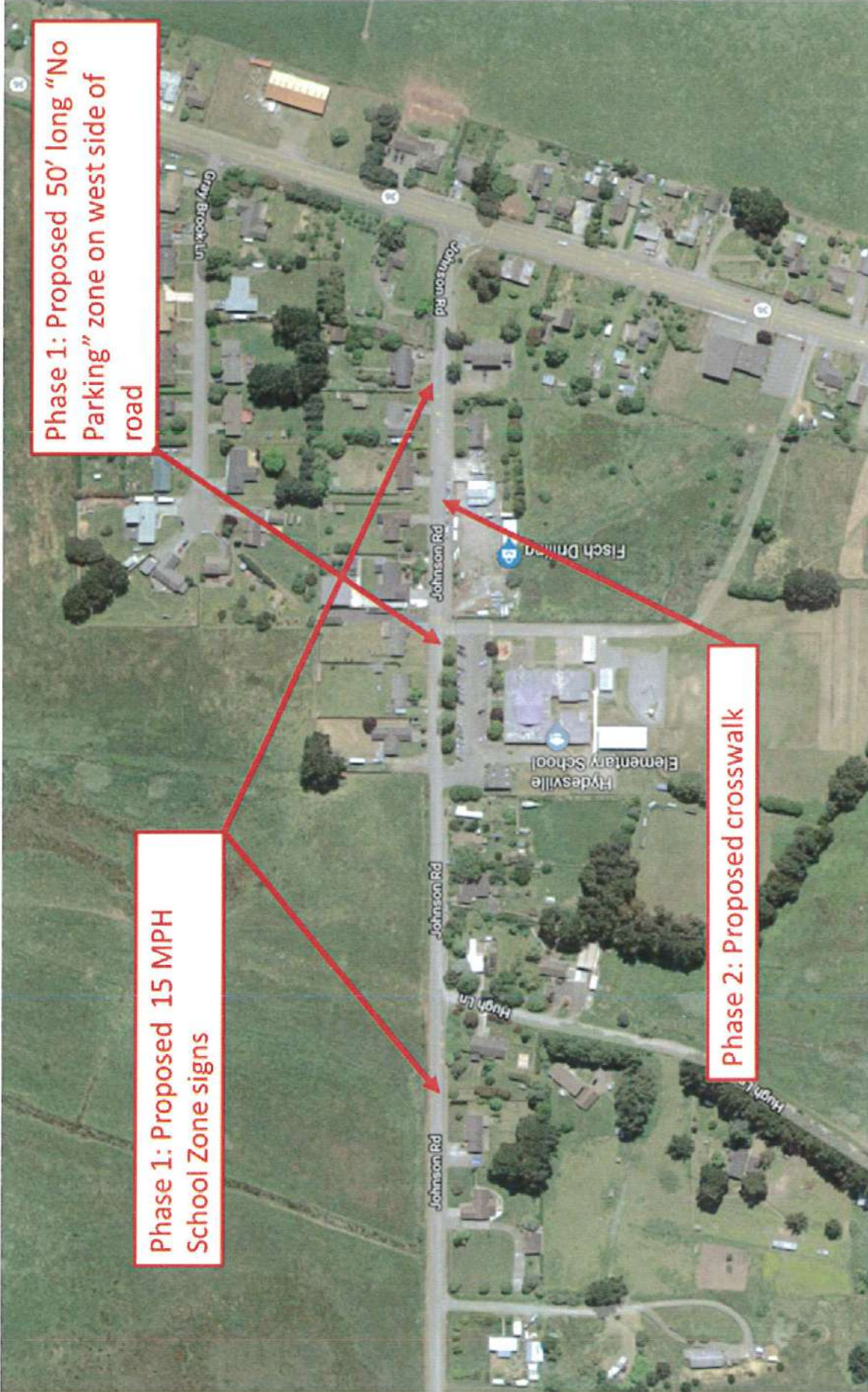
Parent Contact Date: _____ Method of Contact: _____

Action(s) Taken:

Conference w/Student	Time Out	Community Service	Counselor Referral
Loss of Privileges	Bus Suspension	Parent Contact	Time in Office
Restitution	Alternate Placement	Suspension ___ Days (In School / Out of School)	

Action Pending Other: _____

Student Signature: _____ Parent Signature: _____



Phase 1: Proposed 50' long "No Parking" zone on west side of road

Phase 1: Proposed 15 MPH School Zone signs

Phase 2: Proposed crosswalk

Humboldt County Public Works Proposed School Zone Improvements to Johnson Road (10/30/2018 RWB)
Note: For improvements to State Hwy 36, the School needs to contact Caltrans.

HYDESVILLE ELEMENTARY SCHOOL DISTRICT
Superintendent's Recommendations for Possible Action Items
November 5, 2018

7.2 Possible Action Items

7.2.1 Consider Approval of LCAP Local Indicators

Each school year the board must approve local indicators prior to their inclusion on the LCAP Dashboard. Approval is recommended.

7.2.2 Consider Approval of Interdistrict Attendance Board Policy

This is the second regular board meeting to feature proposed board policy 5117. The board may now take action on adopting this policy. Approval is recommended.

7.2.3 Consider Approval of One-time GATE Support Stipend

Although the District is not prepared to reinstate a permanent, credentialed Gifted and Talented Education (GATE) position, we do still have 13 students identified for GATE. To ensure those students have access to appropriate enrichment activities the board is asked to approve a one-time \$500 stipend to compensate a staff member's time to support those students. That staff member will accompany students to the annual GATE Academy at HSU in January, meet at least monthly with students to direct projects, and oversee testing of students in grades 4-6 that may qualify for GATE. Approval is recommended.

7.2.4 Governance Handbook and Calendar

During the October board meeting the board requested inclusion of parliamentary procedures in the Governance Handbook. The requested additions have been made. Approval is recommended.

LCAP Local Indicators

Hydesville Elementary School District
November 5, 2018



LCFF Priority 1

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Material, and Safe, Clean and Functional School Facilities

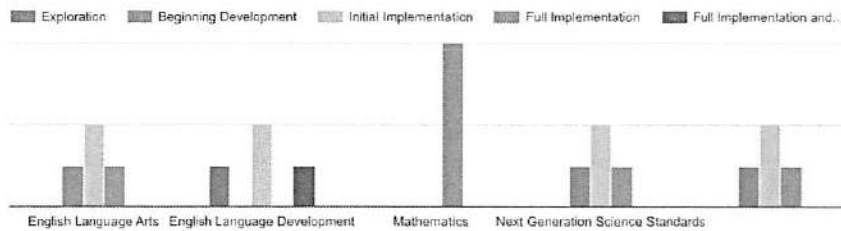
- **Teachers-** All classroom teachers are appropriately assigned, RST operating under a Provisional Internship Permit
- **Instructional Materials-** Held public hearing last month
- **Facilities-** Performed full facilities inspection in October
 - Exterior Paint
 - Drinking Fountains
 - Soffits



LCFF Priority 2

Implementation of State Academic Standards

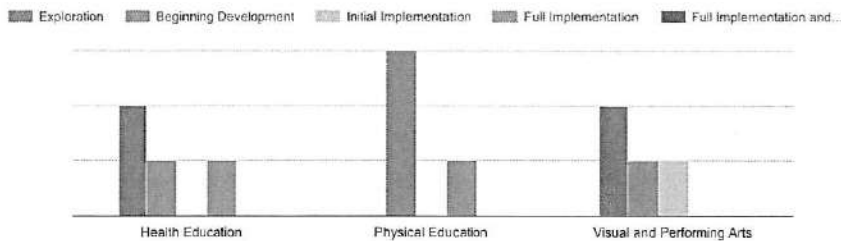
- Self reflection tool asked classroom teachers to rate the degree of implementation and support available for each content area.



LCFF Priority 2

Implementation of State Academic Standards

- Self reflection tool asked classroom teachers to rate the degree of implementation and support available for each content area.

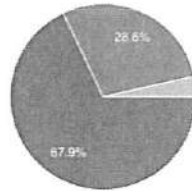




LCFF Priority 3 Parent Engagement

- Survey was given to families last spring as part of the LCAP

There are many opportunities for parent involvement at Hydesville School.
26 responses



- Strongly Agree
- Agree
- Slightly Disagree
- Strongly Disagree

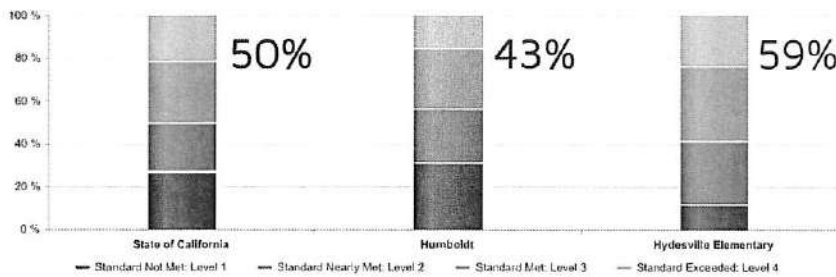
97%



LCFF Priority 4 Pupil Achievement

- English Language Arts CAASPP Results, 2017-18

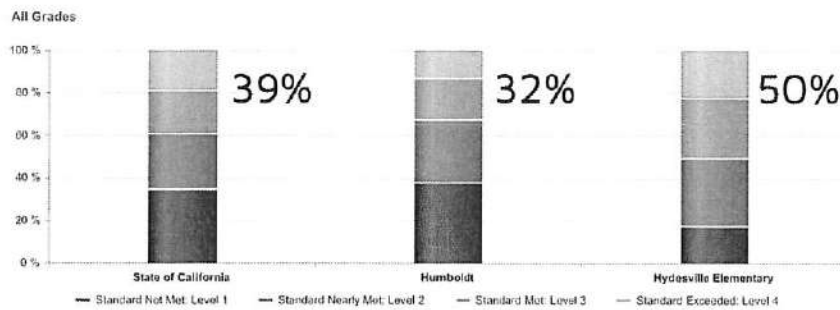
All Grades





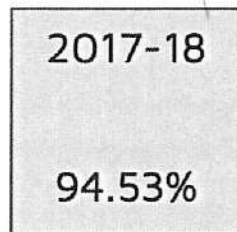
LCFF Priority 4 Pupil Achievement

- Mathematics CAASPP Results, 2017-18



LCFF Priority 5 Pupil Engagement

- Student Attendance



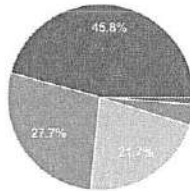


LCFF Priority 6 School Climate

- Survey was given to students in grades 4-8

I am happy at Hydesville School.

83 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

74%

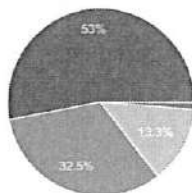


LCFF Priority 6 School Climate

- Survey was given to students in grades 4-8

I feel safe at Hydesville School.

83 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

86%

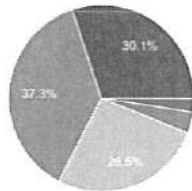


LCFF Priority 6 School Climate

- Survey was given to students in grades 4-8

The adults at Hydesville School treat students fairly.

83 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

67%

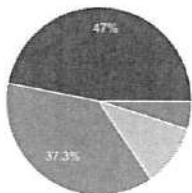


LCFF Priority 6 School Climate

- Survey was given to students in grades 4-8

I feel like I am a part of Hydesville School.

83 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

84%



LCFF Priority 7

Access to a Broad Course of Study

- California Education Code § 51210 and 51220 define areas of study as:
 - English Language Arts
 - Mathematics
 - Social Sciences
 - Science
 - Visual and Performing Arts
 - Health
 - Physical Education
 - Other Studies Prescribed by the School Board

Questions?





Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

BP 5117

Interdistrict Attendance

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

The Board may enter into an agreement with any other school district(s), for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying



Hydesville Elementary School District

P.O. Box 551 • Hydesville, California 95547-0551

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

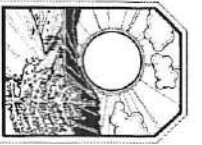
84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192

Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275



HYDESVILLE ELEMENTARY SCHOOL DISTRICT
 2018-19 Governance Calendar -DRAFT

July	August	September	October	November	December
Adopt Budget and Submit LCAP to HCOE (by July 1st)	Review/Revise Superintendent-Principal Performance Tool	Gann Limit Resolution	Williams Quarterly Report	LCAP Annual Update (by Nov 15th)	Seat new board members, elect officers, and adopt calendar
	Review/Revise Governance Handbook and Calendar	Unaudited Actuals	Report Assessment Results from Previous School Year (if available)		First Interim Report
	Review District Mission/Vision Statement	Sufficiency of Instructional Materials			Superintendent-Principal Mid-year Performance Report

January	February	March	April	May	June
Proposed State Budget Released	Certify Corrective Plan for Audit Findings	Second Interim Report	Williams Quarterly Report	Final LCAP Draft Presented to Board	Approve LCAP
Williams Quarterly Report		Certificated Layoff Notifications (by March 15th)	Board Self Evaluation	Third Interim Report (if Applicable)	CS1 and CS7 Authorizations
Prior Year's Audit Report		Adopt Upcoming School Year Calendar		Classified Layoff Notices Issued	Superintendent-Principal Year-end Performance Report

Adopted _____



Hydesville Elementary School District

Governance Handbook 2018-19 - DRAFT

This handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions about unity of purpose, trustee roles, commitment to norms, and developing consensus on protocols and formal structures that will enable the governance team to perform its responsibilities in a way that best benefits the children of the Hydesville Elementary School District.

Board of Trustees

George Gredassoff, President

Nicole Genaro, Clerk

Mandy Marquez

Shiloh Mitten

Thomas Valterria

Superintendent-Principal

August Deshais

Adopted _____

TABLE OF CONTENTS

DISTRICT VISION AND MISSION	2
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DISTRICT VISION AND MISSION

Empowering students to become lifelong learners and productive members of society.

All students at Hydesville Elementary School will participate in a challenging, problem solving, integrated, multi-modality instructional program to ensure their academic and social success. This child-centered learning environment will empower all participants to become lifelong learners and productive members of society.

At Hydesville we are committed to providing a learning environment that promotes high expectations for academic achievement at appropriate student learning levels, aligned with state standards.

The school shall provide equal educational opportunities for all students through a balanced, stimulating and challenging curriculum.

We value a climate that is safe, consistent, pleasant, and orderly. We promote relationships based on clear communication, mutual respect, trust, and caring. Students, parents, staff, and community work in cooperation to help develop responsible, concerned, confident and productive citizens whose continual self-motivation to learn and grow will greatly contribute to our society.

DISTRICT GOALS

Developed as part of the Local Control Accountability Plan (LCAP), the Hydesville Elementary School District has committed to the following goals as an ongoing focus of our efforts to provide an outstanding education for all our students:

Goal 1

Increase academic success for all students and subgroups.

Goal 2

Provide a safe, contemporary, and healthy learning environment for all students.

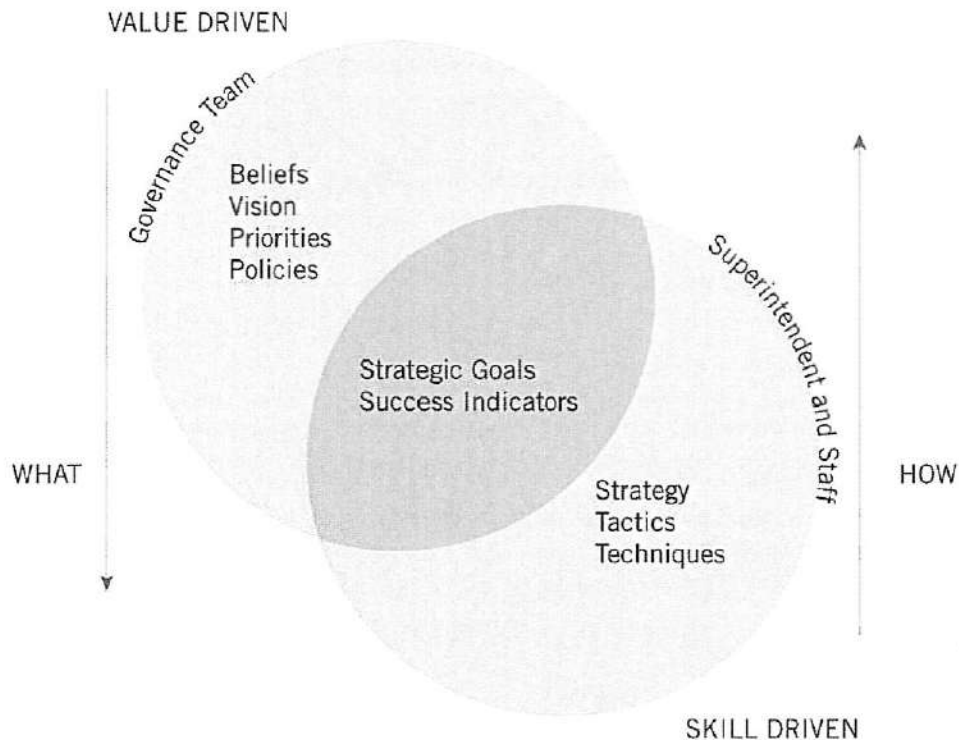
GOVERNANCE ROLES AND RESPONSIBILITIES

Citizen oversight of local government is the cornerstone of democracy in America. The role of the trustees who sit on the board is to ensure school districts are responsive to the values, beliefs, and priorities of their communities. Boards fulfill this role by performing five major responsibilities. These are:

- Set the direction for the school board
- Establishing an effective and efficient structure
- Providing support through behavior and actions
- Ensuring accountability to the public
- Demonstrate community leadership

These responsibilities represent core functions that are so fundamental to a school system's accountability to the community it serves, they can only be performed by an elected governing body. Authority is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that best serve all the students in the community.

The superintendent assists the board in carrying out its responsibilities and leads the staff toward the accomplishment of the agreed upon district vision and goals.



(Image from California School Board Association)

PERFORMING BOARD GOVERNANCE RESPONSIBILITIES

Set the direction for the school district

- Focus on student learning
- Receive needs assessment / baseline data
- Generate, review or revise setting direction documents (beliefs, vision, priorities, strategic goals, success indicators)
- Ensure an appropriate inclusive process is used
- Ensure these documents are the driving force for all district efforts

Establish an effective and efficient structure for the school district

- Employ and support the superintendent-principal; set policy for hiring of other personnel
- Oversee the development of and adopt policies
- Set a direction for and adopt the curriculum
- Establish budget priorities, adopt the budget and oversee facilities issues
- Provide direction for and vote to accept collective bargaining agreements

Provide support through our behavior and actions

- Act with professional demeanor that models the district's beliefs and vision
- Make decisions and provide resources that support mutually agreed upon priorities and goals
- Uphold district policies and all actions the board has approved
- Ensure a positive working climate exists
- Be knowledgeable about district efforts

Ensure accountability to the public

- Evaluate the superintendent-principal
- Monitor, review, and revise policies and serve as a judicial and appeals body
- Monitor student achievement and program effectiveness and require program changes as indicated
- Monitor and adjust district finances
- Monitor the collective bargaining process
- Develop and implement board self-evaluation

Demonstrate Community Leadership

- Speak with a common voice about district policies, goals, and issues
- Engage and involve the community in the school and associated activities
- Communicate clear information about policies, programs, and fiscal condition of the district
- Educate the community and the media about the issues facing students and the district
- Advocate for children and district programs to the general public, key community members, and local, state, and national leaders

PROTOCOLS TO FACILITATE GOVERNANCE LEADERSHIP

Meetings as Strategic Leadership

- Principle**
- The board meeting is a meeting to conduct district business in public. Well-run efficient meetings model leadership, promote trust and confidence and provide opportunities to demonstrate strategically moving the district forward and planning for the future.
 - The governance team wants to demonstrate to the public that the board maintains the focus on priorities and that deliberation and discussion are conducted with professionalism and respect.
 - The board meeting provides opportunities to share educational philosophy among the governance team and with the community.

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- Protocol**
- The board will communicate how the agenda topics link to district priorities and how actions link to the goals and strategies.
 - The superintendent-principal's reports will explicitly demonstrate the relationship to the district goals.
 - The board members agree to share accountability for board deliberations that demonstrate that the 'right' amount of time is spent on the 'right' things while valuing the input of each member of the governance team.
 - Board member comments at the board meeting with focus on goals, professional learning, or educational trends.
 - Annually and as needed the board will schedule study sessions and board conversations linked to the district's strategic priorities.

Requesting Information from the Superintendent-Principal

- Principle**
- Critical to the ability of trustees to make informed decisions is timely access to information.
 - The superintendent-principal wants to be responsive to requests for information, maintain the focus on district priorities and balance the management of staff time.
 - This will provide clarity about the organizational structure for trustees and staff.

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- Protocol**
- Trustees will always work through the superintendent-principal when asking questions or requesting additional information on board meeting agenda items.
 - The superintendent-principal will ensure timely responses to requests and will provide the information or direct trustees to the correct source. As appropriate, the superintendent-principal will distribute answers to all trustees.
 - Board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. Requests requiring inordinate amounts of time will be brought to the board to decide whether to support the request.

Role of the Board President

- Principle**
- The board has an obligation to set an example of good government in action for the community.
 - The board intends for meetings to proceed professionally, efficiently and effectively.
 - The board president sets the tone and shapes the public's perception of the school board.
 - Each board member must have the opportunity to express his or her viewpoint during board deliberation.
-

The role of the board president is to:

- Protocol**
- Confer with the superintendent-principal before the board meeting to prepare, as necessary for the board meeting.
 - Facilitate the board meeting, supporting the effective flow of the discussion and encouraging input from all trustees while staying on task, moving forward, and maintaining proper meeting decorum
 - Model the tone and behavior the board wishes to convey to the community.
 - Following the board meeting, the board president with the superintendent will ensure there is appropriate follow-up and clarification of possible options for the board.
 - The board president serves as the primary spokesperson for the board.

Board Deliberation and Motions on Agenda Action Items

- Principle**
- The tenets of parliamentary procedure help ensure the orderly conduct of board meetings.
 - Establishing clear and simple rules leads to wider understanding and participation, fostering a healthier exchange of ideas.
 - Motions are the vehicles for orderly decision making by the board
-

- Protocol**
- The board president will introduce the agenda item and present the opportunity for the superintendent to report on the issue at hand and to provide recommendation(s).
 - The board president will open the item for discussion so that board members may exchange thoughts or ask the superintendent for further clarification.
 - Members of the public will be afforded the right to address the board before or during consideration of the item. (Gov Code 54954.3)
 - The board president will call for a motion. A board member may act by saying "I move that.....".
 - Another board member may second the motion by saying "I second the motion"
 - The board president will acknowledge the motion and second and ask if any further discussion by the board is necessary
 - The board president will call for a vote saying "All in favor please respond by saying aye." "Any opposed please respond by saying no."
 - The board president announces the result of the vote and clarifies Board direction for the Superintendent and the record keeper.

Amended Motions and Substitute Motions

- Principle**
- A “motion” is a formal proposal put before the board by a member of the board
 - Any motion can be amending before board consideration
 - There can be multiple motions on the floor at the same time
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- Protocol**
- A recommendation to amend a motion can be made by any member of the board.
 - When a board member recommends amending a motion on the floor, if the maker and the person who seconded the motion accepts the amendment, it now becomes the pending motion on the floor.
 - If a recommended amendment is not accepted by the maker of the motion and person who seconded it, the person proposing the amendment must make a “substitute” motion and it must be seconded before the board can consider it. A substitute motion is a second motion separate from the first motion.
 - When multiple motions exist simultaneously, the board should first consider the last motion made that is seconded. If this motion passes the action is final for this topic and the previous motion(s) becomes moot. If the motion fails, the motion made prior to the failed motion then becomes the pending motion for consideration by the board. The first motion made is the last to be considered.
 - Substitute motions shall be limited to three to avoid confusion and unwieldy conversations.

Confidentiality

- Principle**
- The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties.
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- Protocol**
- The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent-principal evaluation, or other issues permitted under the Brown Act.
 - We will work to maintain the public's trust by not breaching confidentiality.
 - If we inadvertently or accidentally violate a confidential issue, we will take immediate responsibility for our action.
 - Confidential items will be reserved for full board discussion.

Handling Community or Staff Concerns and/or Complaints

Principle

- Board members want to be accessible, responsive, consistent, and fair in dealings with complaints and concerns from staff and the community.
 - The board values open communication and timely resolution of issues.
 - Board members may take receiving complaints as an opportunity to explain the role of trustees.
 - Board members understand they do not have the authority to resolve complaints as individual members of the governing body.
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Protocol

When approached with an issue or concern, trustees agree to:

- Listen openly, being careful to remain neutral.
- Remind staff and members of the community that no individual trustee has the authority to solve the issue/concern.
- Encourage addressing this with the person who can most directly help with their concern, e.g. staff, teacher, superintendent-principal.
- As appropriate, explain the district complaint or grievance process. Trustees will notify the superintendent-principal of the issue or concern, as appropriate.

Visiting Schools and Attending School Events

Principle

- The board wants to be informed about instructional practices, and the needs of the students and staff with regard to school programs.
 - The board respects the busy schedule of staff and the anxiety that can be created by well-meaning, but unannounced visits to schools.
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Protocol

- As a professional courtesy, trustees will schedule school visits.
- The superintendent-principal will accompany trustees on classroom visits.
- Trustees requesting a meeting with school staff or administration will schedule this meeting through the superintendent-principal.
- The superintendent-principal will ensure that staff is aware of the process and protocols for trustees visiting the classrooms.
- Board members are encouraged to visit schools and attend school events.

Newly Elected Board Member Resources

Principle

- Newly elected members to the Board of Trustees will likely be unfamiliar with state open meeting laws, meeting procedural policies, board bylaws, the district budget, goals, and other district related issues.
 - The governance team wants to provide all the tools necessary to help new board members reach their potential to be a productive and effective member to the team.
 - Having resources related to board meeting procedure and pertinent district information will help prepare new board members for their first board meeting and facilitate integration into the governance team.
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Newly elected board members will receive the following upon election and prior to their first board meeting:

Protocol

- The Brown Act (Schools Legal Service), Hydesville Elementary School District Governance Handbook and Governance Calendar, Board Bylaws/Policies, and Professional Governance Standards (CSBA)
- District Budget
- The opportunity to meet with the superintendent-principal and board president to familiarize themselves with the procedures covered in this handbook