

AGENDA
AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
May 09, 2018
OPEN SESSION: 6:30 P.M.
CLOSED SESSION: Following Open Session
Meeting Location: Aromas School
365 Vega Street, Aromas, CA 95004

Mission: To inspire and guide every student to extraordinary achievement every day.
Motto: Every student matters; every day counts.

ACCOMMODATIONS - *In compliance with the Americans with Disabilities Act, the Aromas-San Juan Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (831) 623-4500 well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.*

PUBLIC INSPECTION - *Documents distributed for public session items, less than 72 hours prior to the meeting, are available for public inspection at the Aromas-San Juan Unified School District Office, 2300 San Juan Highway, San Juan Bautista.*

- 1. CALL TO ORDER AND ROLL CALL - 6:30 p.m.**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT**

The ASJUSD Board of Trustees welcomes you to our meeting. The Board of Trustees may not engage in in-depth discussion regarding public comments on non-agenda items per California law. Therefore, you are encouraged to contact the Superintendent and/or Trustees prior to board meetings to answer questions or discuss issues (contact information is located at www.asjUSD.k12.ca.us). Personnel matters and pending litigation may not be discussed during public comments. You are welcome to offer public comments at designated times during meetings. Speakers are limited to 3 minutes each with a 15 minute per item limit. Comments may be offered on non-agenda items during General Public Comments and/or on agenda items, after the Board President opens public comment and before board discussion/deliberation begins. In all instances, please complete a Public Comment Request Card and give it to the Executive Assistant.

4. APPROVAL AND ORDER OF AGENDA

Items coming to the District's attention after the agenda was posted may be presented by members of the Governing Board and the Administration upon determination by a majority vote that an emergency exists.

Any changes in the order of the agenda must be presented at this time, including changes concerning the Consent Agenda.

5. BOARD NORMS

In order to make meetings positive and productive experiences for all, we make the following collective commitments to each other.

- We will start and end meetings on time as published in the agendas.
- We will prepare for meetings by researching topics and asking questions in advance.
- We will stay on topic.
- We will refrain from emailing and text messaging during meeting.
- We will trust the expertise of District employees in implementing the mission and board policy.
- We will treat everyone in a respectful and fair manner and be open-minded to all points of view.
- We will not interrupt while others are speaking or monopolize a discussion.
- We will request information in a non-interrogating manner.
- We will create an environment where communication is accessible and audible for all.
- We will collectively support the authority of the Board as a whole, not as individuals.

6. REPORTS

- 6.1. Student Trustee
- 6.2. Certificated and Classified Unions
- 6.3. Board Reports and Comments
- 6.4. Superintendent

7. INFORMATION/DISCUSSION ITEMS

- 7.1. Discussion and Update on State of the District Meetings *(page 4)*
- 7.2. Discussion and Update on 2018-2019 Local Control Accountability Plan (LCAP) *(page 8)*
- 7.3. Discussion on Strategic Plan *(page 9)*
- 7.4. Discussion on Review of Audit Findings *(page 19)*

8. ACTION ITEMS

- 8.1. Consideration and Action on Approval of Revised High School Principal Job Description *(page 28)*

9. CONSENT AGENDA

9.1. Consideration and Approval of Minutes

- 9.1.1. April 11, 2018 *(page 33)*
- 9.1.2. April 18, 2018 *(page 38)*
- 9.1.3. April 25, 2018 *(page 40)*

9.2. Consideration and Approval of Miscellaneous Items

- 9.2.1. Enrollment *(page 45)*
- 9.2.2. Discipline *(page 47)*
- 9.2.3. Second Reading BP 6146.1 High School Graduation Requirements *(page 48)*
- 9.2.4. 2018-2019 Designation of CIF Representatives to League *(page 51)*

10. RECOMMENDATIONS FOR FUTURE MEETINGS

- Cost to Operate Each School Site and Department (TBD)
- Algebra Academy (TBD)
- Program Offerings (TBD)
- Solar Options (TBD)
- Dual Immersion Program Disaggregated Data (TBD)
- Seal of Biliteracy Data (TBD)
- Dual Immersion Program (TBD)
- Federal Funds (TBD)
- Intervention (TBD)

11. UPCOMING MEETING DATE

May 22, 2018 - Aromas School
June 12, 2018 - San Juan School
June 27, 2018 - San Juan School

12. PUBLIC COMMENTS ON CLOSED SESSION

Personnel matters and pending litigation may not be discussed during public comments. 3-minutes limit per speaker/15-minute limit per item. Note: Per California law, the Board of Trustees may not engage in discussion regarding public comments.

13. ADJOURN TO CLOSED SESSION

14. CLOSED SESSION ITEMS

- 14.1. Anticipated Litigation (Government Code Section 54956.9(b))
- 14.2. Conference with Labor Negotiator (Government Code 54957.6)
Agency Negotiator: Superintendent
Aromas/San Juan Teachers Association (CTA/NEA)
- 14.3. Public Employee Performance Evaluation (Government Code Section 54957[b])
*Superintendent Evaluation

15. ADJOURN FROM CLOSED SESSION AND RECONVENE TO OPEN SESSION

15.1. Consideration and Action on Anticipated Litigation (Government Code Section 54956.9(b))

15.2. Consideration and Action on Conference with Labor Negotiator
(Government Code 54957.6) Aromas/San Juan Teachers Association (CTA/NEA)

15.3. Consideration and Action on Public Employee Performance Evaluation

(Government Code Section 54957[b])

*Superintendent Evaluation

16. FEEDBACK BY MEETING OBSERVER - Jennifer Colby

17. ADJOURNMENT

BOARD OF TRUSTEES REGULAR MEETING

May 09, 2018 6:30 PM

OPEN SESSION: 6:30 P.M.

CLOSED SESSION: Following Open Session

Meeting Location: Aromas School

365 Vega Street, Aromas, CA 95004

Agenda Item: **7.1. Discussion and Update on State of the District Meetings**

Rationale:

The 2018 State of the District meetings were held on Tuesday, February 6, 2018 at Aromas School and Wednesday, February 7, 2018 at San Juan School. The Board of Trustees and Superintendent Huntoon will provide a follow up on the meetings including the following:

- inspirations about the District
- concerns about the District
- visions/goals for the future

The Board of Trustees and staff will discuss next steps and options for the future visions and goals of the District.

Recommended This item is for discussion only.
Motion:

Financial Impact: No fiscal impact related to this item.

Attachments:
Forward Planning

STATE OF THE DISTRICT MEETINGS
FORWARD PLANNING

ITEM	LCAP (Goals)	STRATEGIC PLAN	CURRENTLY IN PROGRESS	FUNDING REQUIRED
Technology				
Infrastructure	1	X	X	\$22,000
Devices	1	X	X	X
PD	1	X	X	X
Website	1	X	X	\$30,000/5 years
Lack of Arts/Music Programs	1	X	X	\$12,500
Lack of Middle School Electives	1	X	X	X
Student Success	1	X	X	X
Bullying	4	X	X	X
Inconsistent Teaching Methods	2	X	X	X
Lack of Promotion/Marketing	5	X	X	X
Understanding from Administration		X	X	
Parent/Community Involvement	5	X	X	
Declining Enrollment		X	X	X
Community Unity/District	5		X	
Academic Performance	3	X	X	X

Teacher Collaboration	2	X	X	
Funding for District Programs		X		X
Graduation Exhibition Program	1	X		X
Lack of Professional Development	2	X		X
Low Salaries	1	X		X
Condition of San Juan School Facilities	4	X		X
Large Class Sizes	1	X		X
Creative Learning Environments Support	1	X		X
MS Seal of Biliteracy Program Support	1	X		X
New Track at Anzar HS				X
Increased Booster Club Participation				
DI Program Support	1	X		X
Increased Board Presence @ Sites				
Retain Upper Level Management Beyond 2 Years		X		X
Leaders Who Are Educators				
Improved/Increased Communication	5	X		
Data Driven Homework Policies				

Garden Project	1	X	X	X	X
Increase Vegetarian Meal Options			X		

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365 Vega Street, Aromas, CA 95004

Agenda Item: **7.2. Discussion and Update on 2018-2019 Local Control Accountability Plan (LCAP)**

Rationale: The Board and staff will discuss the timeline and next steps for the adoption of the 2018-2019 Local Control Accountability Plan (LCAP). LCAP Stakeholder meetings have been held at each school site. At these meetings, ideas and feedback were gathered from staff, students, parents, community members and Board members in preparation for the 2018-2019 LCAP adoption. An LCAP Parent Advisory Committee meeting is currently in the process of being scheduled to gather ideas and feedback for the preparation of the 2018-19 LCAP. This committee is a requirement per the California Department of Education and guidelines in the development process of the LCAP.

The proposed 2018-19 LCAP will be presented as a public hearing at the June 12, 2018 Board meeting. The final adoption of the LCAP will be presented to the Board of Trustees at the June 27, 2018 Board meeting.

Recommended Motion: This item is for discussion only.

Financial Impact: No fiscal impact related to this item.

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Agenda Item: **7.3. Discussion on Strategic Plan**

Rationale: The Board of Trustees and staff will discuss the development of a District Strategic Plan. The history of the District regarding Strategic Plans goes back to 1993 through 2009. The development of the plan will build off of previous plans and work of the District while addressing new requirements and circumstances.

Recommended This item is for discussion only.
Motion:

Financial Impact: No fiscal impact related to this item.

Attachments:
Strategic Plan Proposal

Introduction:

This draft strategic plan proposal emerged out of desire to address critical issues that stakeholders shared in a variety of forums. These forums included Board meetings, Board Committee meetings, staff meetings, State of the District meetings, LCAP discussions and personal conversations as well as my experiences as superintendent.

Various topics have been grouped into five key areas listed below. No priority exists among the five areas, however, the Board and staff may want to move in that direction. Addressing the five focus areas below may help the district move forward as we approach the year 2020.

Focus Areas

1. Provide Excellent 21st Century Instruction
2. Achieve Financial Strength and Stability
3. Recruit and retain excellent staff
4. Provide Facilities that support Educational Excellence
5. Enable Greater Engagement for Students and Families

Strategic Plan Proposal

Focus Areas and Actions		Parties Responsible	Timeline	Cost
Provide Excellent 21st Century Instruction				
1	Provide Professional Development in Common Core Math/ ELA/ ELD/ Step Up to Writing and NGSS	Superintendent		
a	Contract with Phil Gonsalves to provide elementary and secondary math professional development.	Superintendent	2016-2020	
b	Contract with Benchmark Education to provide new ELA adoption PD K-5	Superintendent	2016-17/2017-18	
c	Provide GLAD (Guided Language Acquisition Design) professional development to all K-8 teachers	Superintendent	2016-2020	
2	Integrate the arts, technology, project based, and service learning in the curriculum for deeper learning and critical thinking skills	Site Administrators	2017 forward	
a	Establish and implement a plan for systemic structured project-based learning integrating multiple content areas and the arts for Grades K through 12	Site administrators and teachers	2017 forward	
b	Require a minimum of one individual classroom presentation for each middle school student each year	Site administrators and teachers	2016 forward	
c	Use Internet and computer-based technology for research purposes	Site administrators and teachers	2016 forward	
3	Create Common Formative Assessments (CFA) and benchmarks at grade level/content area courses	Site Administrators and teachers	2017 forward	
a	Use School City to create CFAs at each grade level to use during PLC time.	Teachers	2017 forward	
b	Review student and class data of CFA results to determine remediation needs during collaboration time	Teachers	2016 forward	
4	Develop appropriate interventions and Afterschool tutoring/enrichment	Site Administrators	2017 forward	
a	Utilize Acellus on-line learning for students needing additional support	Site Administrators and Teachers	2016 forward	
b	Increase communication between ASES providers and grade level teachers	San Juan Administrator, teachers and ASES Director	2016 forward	
c	Provide effective afterschool tutorial opportunities for all students especially LCFF targeted groups (low socio-economic, English learners, and foster youth)	Superintendent and Site Administrators	2016 forward	

Strategic Plan Proposal

d	Increase the use of Saturday School for attendance recovery	District and Site Administrators	2016 forward	
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Strategic Plan Proposal

Focus Areas and Actions		Parties Responsible	Timeline	Cost
Recruit and retain excellent staff				
1	Recruit and retain certificated and classified staff		2016 - 2020	
a	Promote multiculturalism and bilingualism in our staff	Human Resources	2017 forward	
b	Continue to develop partnerships with higher educational institutions	Human Resources	2017 forward	
c	Support the Interview process	Site Administrators	2016 forward	
d	Develop a clear positive message, create ambassadors for net working	Site Administrators/Superintendent	2016 forward	
2	Compensation – develop incentives		2016 – 2020	
a	Investigate recruitment incentives	Superintendent/Unions	2017 forward	
b	Negotiate appropriate one-time compensations	Superintendent/Unions	2017 forward	
3	Value bilingualism and multiculturalism in our staff	Board and staff	2017 forward	
4	Encourage students to enter the teacher pathway	High School Administrator	2017 forward	
5	Provide professional development and leadership opportunities		2016 - 2020	
a	Investigate and provide districtwide and site based PD	Site Administrator/ Leadership	2016 – 2020	
b	Develop teacher leadership	Superintendent/Site Administrator	2017 forward	
6	Improve morale and positive climate across the District	Board/ All District staff	2017 forward	
a	Maintain and support the effective model at Anzar High for advisory, EPPERS, exhibitions and intersession	Principal/District/ Board	2016 forward	
b	Build a collaborative team within all school sites with administrators and staff	Site Administrators and all staff	2016 - 2020	
c	Support San Juan School Dual Immersion program	Board/all staff	2017 forward	

Strategic Plan Proposal

d	Support all school sites with a positive climate intervention/discipline protocols (i.e., PBIS or similar method or program)	Site Administrators/ All staff/ Board	2016 - 2020	
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Strategic Plan Proposal

Focus Areas and Actions		Parties Responsible	Timeline	Cost
Achieve Financial Strength and Stability				
1	Budget for fiscal solvency		By 2018/19	
a	Establish agreed upon board and superintendent budget assumptions	Board / Superintendent	2017 forward	
b	Annually, review priorities for LCAP; align with LCAP Goals and adjust	Board/ CBO/ Superintendent	2017 forward	
c	Project accurately state and federal revenues	CBO/ Superintendent	2017 forward	
d	Meet state and local statutory provisions and local policies	CBO/Superintendent	2017 forward	
2	Maintain reserve levels		2016 - 2020	
a	Observe board policy for reserve levels	Board/ CBO/ Superintendent	2017 forward	
b	Create designated reserves for unexpected events	Board/ CBO/ Superintendent	2017 forward	
3	Evaluate and develop plan for efficient staffing models		2017 - 2020	
a	Identify student teacher ratios	Superintendent/CBO	2017 forward	
b	Identify efficient placement/use of classified staff	Superintendent	2017 forward	
4	Explore cost savings for Special Ed Services		2017	Save \$200K year
a	Serve Moderate to Severe students with in the District. Establish classroom space	Superintendent/Special Ed Director/M&O Director	2017	First year \$80K (construction renovations)
b	Serve students with disabilities as full-inclusion within the District, previously served at Regional program.	Superintendent/Special Ed Director	2018 forward	

Strategic Plan Proposal

c	<p>Hire qualified staff to serve students with disabilities for:</p> <ul style="list-style-type: none"> • Mild to Moderate - RSP • Moderate to Severe teacher - SDC 	Superintendent/Special Ed Director	2018 forward	
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Strategic Plan Proposal

Focus Areas and Actions		Parties Responsible	Timeline	Cost
Provide Facilities that support Educational Excellence				
1	Create a plan to modernize facilities to include 21 st Century classroom	Superintendent/Site Administrators/All Staff	2017 forward	
2	Be as proactive as possible with the 5-year plan for maintenance	Director MOF	2017 forward	
a	Review 5-year plan and set essential priorities	Board/Superintendent	2017 forward	
b	Develop a dedicated funding source for facility projects	Board/Superintendent/Site Administrators	2017 forward	
2	Repair Portables and other aging buildings at each school site in a timely manner (replace, patch or paint deteriorating external siding, seal roofs, and seal or replace leaking windows)	Director MOF	2017 forward	
3	Seismic retrofit for San Juan Cafeteria	Superintendent	2017 forward	
a	Organize existing documentation of prior work	Director MOF	2017 forward	
b	Develop a check list of additional requirements for grant funding	Director MOF	2017 forward	
4	Maintain Fire Alarms/ Pumps	Director MOF	2017 forward	
5	Establish priorities for building projects	Director MOF/Superintendent	2017 forward	

Strategic Plan Proposal

Focus Areas and Actions		Parties Responsible	Timeline	Cost
Enable Greater Engagement for Students and Families				
1	Maintain excellent bilingual communication with parents and community		2016 - 2020	
a	Teacher and school communication, all calls, newsletters, up-to-date school websites	School Sites	2016 - 2020	
b	All community newsletter and District website	Board / Superintendent	2016 - 2020	
2	Provide parents meaningful opportunities for academic involvement and decision making		2016 - 2020	
a	Engage parents in open house, back to school, parent-teacher conferences, and classroom volunteering opportunities	Site Administrators	2016 - 2020	
b	Parent Workshop opportunities	District	2016 - 2020	
c	Strengthen participation in site council, Home/School, Boosters, and ELAC	Site Administrators	2016 - 2020	
d	Provide opportunities for service learning placement, supervision, and exhibition judging (high school)	Site Administrators and staff	2016 - 2020	
3	Provide parents and students options		2016 - 2020	
a	Dual Immersion and language opportunities and benefits	Site Administrators	2016 - 2020	
b	Middle school rotations and sports	Superintendent/Site Administrators	2016 - 2020	
c	Anzar student options for athletics, electives, and intersession	Superintendent/Site Administrators	2016 - 2020	
4	Maintain and support student voice in decision making		2016 - 2020	
a	Encourage student councils to address meaningful school site issues	Site Administrators	2016 - 2020	
b	Encourage student participation in service learning	Site Administrators and staff	2017	
c	Encourage student participation on Board and school committees	Site Administrator	2016 - 2020	

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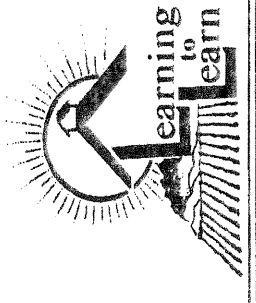
Agenda Item: **7.4. Discussion on Review of Audit Findings**

Rationale: Public school districts in California are required to have an examination and audit of all financial records of the agency on an annual basis. The State prescribes a series of criteria, evaluations, and compliance certifications that must be included in the annual audit. The District met the requirements for reporting out to the Board through presentations in January and February 2018. The Board requested that Annual Audit be discussed at this meeting related to the findings. The following findings were identified in the audit for the 2016-17 fiscal year.

- Inventory of Equipment
- Segregation of Duties and Internal Controls
- CALPADS Unduplicated Pupil Count
- Instructional Days – Intersession Program
- School Accountability Report Card

Recommended This item is for discussion only.
Motion:

Attachments:
Audit Plan Response



Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

Correction Completed	Correction Pending	Estimated Correction
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2017-001 Capital Asset Accounting – (20000) Inventory of Equipment

This finding is a repeat of Finding 2016-001

Condition

The District did not track capital asset additions or disposals for 2016-17 and the associated depreciation expense in a manner that provided a clear audit trail. The District's depreciation expense had to be estimated by the auditor, since no one in the District performed a calculation.

Questioned Cost

None.

Context

Generally accepted accounting principles (GAAP), Education Code Section 35168, and District Board Policy require the District to maintain records that properly account for capital assets.

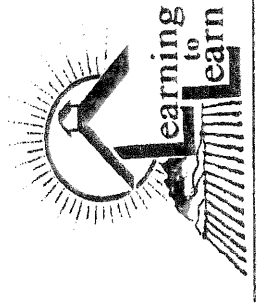
Recommendation

We recommend that the District contract with a fixed assets specialist to perform a full physical inventory of all District assets, including all construction projects, improvements, equipment and accumulated depreciation. Then the District needs to assign an accounting department employee the responsibility to maintain the capital assets listing on a regular basis.

Corrective Action Plan

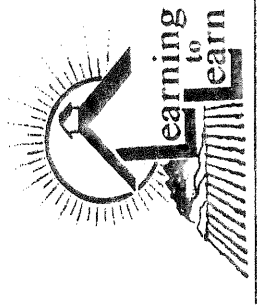
The District agrees with this finding, particularly as it relates to internal controls and the safeguarding of our assets. The District is implementing a plan of action to include a systemic internal process for inventory to be used once an evaluation by an outside vendor has completed. The District will utilize the inventory module within its financial system to maintain inventory going forward.

	X	6/30/2018
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Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

	Correction Completed	Correction Pending	Estimated Correction
2017-002 Segregation of Duties— (30000) Internal Control			
This finding is a repeat of Finding 2016-002			
Condition			
An LEA's system of internal controls should be designed to ensure that financial transactions are properly recorded in the accounting records. Segregation of duties strengthens the system of internal controls by separating the duties by requiring different employees to have physical custody, authorization ability, and recordkeeping duties. Due to the small size of the District, one employee handles all of the cash receipting, accounts payable, purchasing and payroll functions. Furthermore, there was a vacancy in the Business Manager position for a part of the school year.			
Questioned Cost			
None			
Context			
A system of internal controls should be designed to ensure that financial transactions are properly recorded in the accounting records.			
Recommendation			
We recommend that the District utilize the new Business Manager to implement segregation of duties by assigning different employees to approve purchases, receive ordered materials, approve invoices for payment, review and reconcile financial records. The District should also assign different employees to receive cash and checks, make deposits, review and reconcile accounts receivable records and bank statements.			
Corrective Action Plan			
The District agrees that the size of the local educational agency impedes us from segregating duties to maximize internal controls. The District began its implementation of a corrective action plan as of August 1, 2017. The District firmly believes that the segregation of duties is a means to protect the District's assets and its personnel.			
	X		8/31/2018



Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

Correction Completed	Correction Pending	Estimated Correction
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2017-003 Benefits Not Reconciled – (30000) Internal Control

This finding is a repeat of Finding 2016-003

Condition

Health and welfare benefits provided to employees of the District are a significant portion of the District's budget. These costs should be closely monitored on a regular basis to ensure that the District pays only for eligible employees, retirees, and dependents. The District currently does not include a review of any changes in dependents, marital status, or any other factors in the monthly review of the benefit invoices. This could result in inaccurate reporting for employees, which could cause the District to be charged incorrectly for benefit expenses.

Questioned Cost

None.

Context

Health and welfare benefits provided to employees of the District are a significant portion of the District's budget. These costs should be closely monitored on a regular basis to ensure that the District pays only for eligible employees, retirees, and dependents.

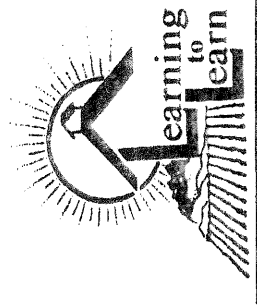
Recommendation

We recommend that the District conduct an annual review of health and welfare benefits to ensure that only eligible employees and their dependents are covered. The District should also continue to monitor the monthly invoices for changes in employment status, marital status, or other dependent changes.

Corrective Action Plan

The District will implement a monthly process of reconciling benefits. The Business Manager will review all payroll accounts January 2018, and work with the SBCOE to establish a reconciliation process that correlates with the County. HR Manager will conduct an annual review of health and welfare benefits to ensure that only eligible employees and their dependents are covered.

	X	6/30/2018
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Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

Correction Completed	Correction Pending	Estimated Correction
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2017-004 CALPADS Unduplicated Pupil Count – (40000) State Compliance

Condition

During our testing of the Free and Reduced Price Meal (FRPM) eligible students reported in the CALPADS 1.17 and 1.18 reports, we noted one student who was classified as free or reduced, but whose applications indicated that they should have been classified as paid.

Questioned Cost

\$296. This was determined by calculating the difference between the District's original total LCFF revenues and the LCFF revenues adjusted for the decrease in the unduplicated pupil count.

Context

We noted one exception out of 118 students tested at all three school sites. This appears to be an isolated incident.

Cause

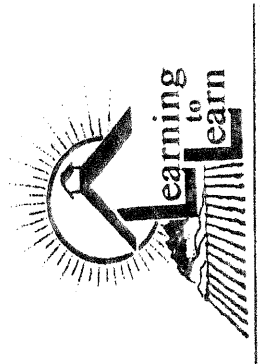
Student information was incorrectly entered into the District's system.

Effect

The unduplicated pupil counts in the CALPADS 1.17 and 1.18 reports should be adjusted for the following changes:

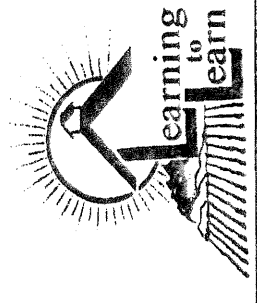
Program/Site:	CALPADS	Adjusted based on eligibility for: FRPM	Adjusted Total
Aromas School	248	(1)	247
Aggregate all other school sites	497	-	497
District-wide	745	(1)	744

Total enrollment of 1.118 was not adjusted based on the results of our procedures.



Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

	Correction Completed	Correction Pending	Estimated Correction
<p>2017-004 CALPADS Unduplicated Pupil Count – (40000) State Compliance (Continued)</p> <p>Recommendation</p> <p>We recommend that the District implement a procedure to review the CALPADS information prior to the reports submission to the California Department of Education.</p> <p>Corrective Action Plan</p> <p>The District will address the Free and Reduced Price Meal (FRPM) eligibility of students reported with the Child Nutrition Department. The District's process will be reviewed to determine if any adjustments are necessary.</p>	X		3/27/2018



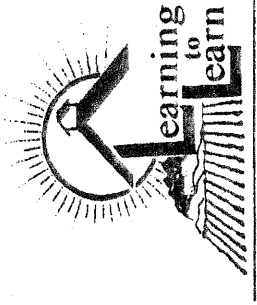
Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

Correction Completed	Correction Pending	Estimated Correction
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2017-005 Instructional Days – (40000) State Compliance

Condition

The District operated classes for nine school days after Winter Break on the high school campus, but the classes offered did not appear to be regular instructional classes. The classes in question were for: art and nature, dance, Pinterest, game theory and design, film as literature, internship, and others. The internship class included students, in some cases, making copies for teachers. While the school principal claimed that the classes were either a discrete unit of or an extension of regular high school courses, it was noted that students received three credits for the courses. If a student received three credits for a course of only nine days, this would be in addition to the five credits received for a year-long course. Furthermore, there was no class syllabus and no evidence that the Board had approved these courses.



Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

Correction Completed	Correction Pending	Estimated Correction
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2017-005 Instructional Days -- (40000) State Compliance (Continued)

Questioned Cost

None. There is no definitive proof that the courses are not valid instructional offerings, so there are no questioned costs at this time.

Context

These courses were offered over a nine day period.

Cause

The high school principal modified the schedule for the nine days after Winter Break to allow students to ease back into their regular school schedule and provide optional elective classes.

Effect

If the District determines that the courses were not valid instructional offerings, it may be out of compliance with Education Code section 46200, which requires LEAs to offer 180 days of instruction.

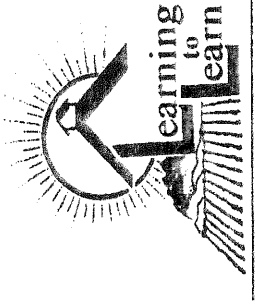
Recommendation

We recommend that the District administration work with the governing board to determine whether these courses are valid instructional offerings. If they are determined not to be valid instructional offerings, then the District could be subject to financial penalties. If they are deemed to be valid instructional offerings, then documentation should be maintained to support this claim, such as a class syllabus.

Corrective Action Plan

The District is working closely with the High School to remedy the deficiency in instructional minutes. For the 2017-18 school year, the classes for intersession have gone through the Curriculum and Instruction Committee and will be discussed, reviewed, and approved by the Governing Board in December 2017.

X	8/31/2018
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Aromas-San Juan Unified School District 2016-17 Audit Findings and Responses

2017-006 (SARC) School Accountability Report Card – (72000) School Accountability Report Card

Condition

It was noted that the School Facility Repair Status on the SARC for Aromas School and Anzar High School did not match the FIT form. For both schools, the SARCs were noted with “Good” repair statuses. The corresponding FIT forms were both noted with “Fair” ratings.

Questioned Cost

None.

Context

The error was noted for both of the selected schools.

Cause

The District was not able to provide support for the School Facilities Condition Evaluation.

Effect

Without proper compliance, the public will be misinformed on the school’s facilities.

Recommendation

We recommend that an employee verify the information presented in the SARC. This information is essential to present the image of the school fairly to the public.

Corrective Action Plan

The District will adjust the current review process to ensure that all documentation provided in the SARC agrees to the original resource documentation via a third review.

Correction Completed	Correction Pending	Estimated Correction

X

1/24/2018

BOARD OF TRUSTEES REGULAR MEETING

May 09, 2018 6:30 PM

OPEN SESSION: 6:30 P.M.

CLOSED SESSION: Following Open Session

Meeting Location: Aromas School

365 Vega Street, Aromas, CA 95004

Agenda Item: **8.1. Consideration and Action on Approval of Revised High School Principal Job Description**

Rationale: The District is in the process of hiring a new administrator for the high school. In reviewing the job description, it was noted that it was prudent to update the job description to include information that will support clear expectations for the duties and responsibilities required for the position. The revisions do not change the duties and responsibilities of the position. It has merely provided additional detail for clarity. Staff is requesting approval of the revised job description for Principal, High School.

Recommended Board approval if recommended of the revised job description for a high school principal.
Motion:

Financial Impact: No fiscal impact related to this item.

Attachments:

Revised High School Principal Job Description

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT

JOB TITLE: Principal, High School

JOB SUMMARY:

Under direction of the Superintendent, to work in close cooperation with the staff of the school, administrators of the District, Board of Education, parents, pupils, and other members of the community to determine common educational goals and objectives that will provide for an effective educational program directed toward meeting the intellectual, emotional and social needs of each student; to act as the educational leader and manager of the school; to have direct responsibility for the administration of the school and its educational programs; and to perform other duties as required.

DUTIES AND RESPONSIBILITIES:

Serves as an educational leader who promotes the success of all students. Duties may include, but are not limited to:

1. **Curriculum/Program Development:** The principal is responsible for the implementation and maintenance of an effective, multifaceted curriculum, both academic and extra-curricular. Principal will advocate, nurture and sustain a school culture and instructional program conducive to student learning. In addition, he/she will facilitate the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community. Specific functions include: development and supervision of course offerings assuring compliance with district and state requirements; infusion of technology in instruction; classroom observation and evaluation of teachers; planning to meet changing needs of students; articulation with special services and feeder schools; leadership enlisting cooperative school-wide efforts by staff and students; development and implementation of the master schedule; development and implementation of a wide variety of extra-curricular programs for student enrichment (i.e., drama, athletics, yearbook, school newspaper, student groups, etc.).
2. **School Climate:** The principal has the prime responsibility for positive, collaborative and effective relationships among staff, students, and parents. Principal will be responsible for ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. Specific functions include: development of school philosophy, goals, and objectives; supervision and support of student activities; sensitivity and responsiveness to individual problems and concerns (staff/student/parent); recognition of student and staff accomplishments.
3. **Community Partnerships/Relationships:** The principal has the prime responsibility for establishing and maintaining sensitive relationships with the community. Principal will be responsible for collaborating with families and community members, responding to diverse community needs, and mobilizing community resources. Specific functions include: the nurture and support of parent clubs and other volunteer groups; the organization of "Back-to- School night," open house, and other activities with invitations to the community for school visitations; utilization of community resources; provision of school facilities and resources for community services; principal visibility within the community.

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT

4. **Communication**: The principal is responsible for developing and maintaining an effective communication system. Specific functions include: development of staff and student bulletins; development and distribution of parent newsletters; maintenance of effective collaborative communication with district personnel; preparation and follow-through of agenda meetings with all segments of the school population and interfacing programs.
5. **Management of Resources**: The principal is responsible for the management of resources including revenue and expenditures that are aligned with the District's Local Control Accountability (LCAP), personnel, facilities and equipment, and special programs. Specific functions include: supervision of the school budget; development of the school management plan; supervision of buildings and grounds; supervision of student records; establishment and implementation of emergency procedures; determination of staffing needs to provide optimum services; selection, motivation, supervision, and evaluation of personnel; development and implementation of the master schedule; management of employer/employee contracts; supervision of supplies, text books and equipment inventories; supervision of record keeping (attendance, time cards, purchase orders, invoices, accident reports); coordination of student services provided by off-campus organizations.
6. **Student Performance and Behavior**: The principal is responsible for assessing student progress, achievement, and behavior and providing assistance for positive student growth: social emotional and academic. Specific functions include: implementation of district and state testing requirements; development of well-defined programs, steps, and resources to assist students to develop to their full potential as well as meet graduation requirements; establishment of standards of acceptable student behavior and pupil control measures; supervision of the recording and monitoring of student attendance; establishment and supervision of effective student discipline procedures.
7. **Interpretation and Application of Appropriate Laws**: The principal must be knowledgeable, keep current, interpret accurately, and apply district, state, and federal legislation as it relates to his/her school environment. Specific functions include: ongoing review and synthesis of district policies, procedures, state and federal laws and legislative bills; establishment of legally based school policies and procedures for all aspects of the school's functions; coordination with the district, other schools, county, state and federal agencies and effective interaction with personnel from each.
8. **Quality of Instruction**: The principal, with district resources, has the responsibility for maintaining a high quality of instruction within the school. Specific functions include: establishment and maintenance of relevant goals and objectives with annual evaluations; identification of instructional needs and deficiencies with in-service training plans to meet needs; supervision of classroom instruction; evaluation and accountability of employees; promotion of joint effort and staff job satisfaction.
9. **Professional Growth**: The principal is responsible for keeping abreast of trends, policies, procedures, practices and laws that affect the school and its constituents. Principal will be responsible for modeling a personal code of ethics and developing professional leadership capacity among staff. Growth experiences may include: attendance at conferences and workshops; membership in professional associations; attendance at relevant school board meetings; ongoing reading of professional publications; participation in district assignments and problem-solving experiences.

QUALIFICATIONS:

Training, Education and Experience:

- Possession of a valid California secondary teaching credential, as well as one of the following:
 - secondary school administration
 - general administration
 - standard supervision with 7-12 principalship authorization
 - standard administration with secondary credential;
 - supervision with 7-12 authorization; administrative services
- Possession of an earned Master's or higher degree from an accredited college or university in educational administration or closely related field preferred.
- At least five years of successful public-school teaching at the high school level.
- Biliterate in English and Spanish preferred.
- Previous administrative experience desirable.

Knowledge and Skills: The principal should be knowledgeable in: Philosophical aspects of the Habits of Mind and Graduation Exhibitions; high school reform research and implementation strategies; human needs, curriculum development including infusion of technology and motivation theory; post-high school alternatives for students; school finance and budgeting; collective bargaining; administration of district policies, local, state and federal laws pertinent to schools; staffing organization, selection and supervision of personnel.

She/he should be skilled in effective communications including initiating individual and group discussion, listening, clarifying, facilitating interaction among group members; verbal skills to communicate effectively with a wide variety of people with varying educational and sub-cultural backgrounds; research, reading, public speaking; writing skills to effectively convey ideas, reports, letters, memorandums and survey questionnaires; understanding of goal-setting techniques including needs assessment and evaluation; high degree of self-restraint, judgment and strategies in dealing with a variety of people, adversaries and advocates under varying situations and conditions; high degree of skill in defining problems, collecting information, establishing facts, evaluating alternate solutions, and drawing valid conclusions; effective screening of applicants, conducting job related interviews, selecting queued candidates, training and evaluation of personnel.

Physical Characteristics: (consideration will be given to reasonable accommodation):

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Sufficient physical mobility to move about the campus and drive a car.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Licenses and Certificates:

- A valid Class C California Driver's License and evidence of appropriate automobile

insurance based on DMV regulations may be required.

- A valid First Aid and CPR Certificate.

BOARD OF TRUSTEES REGULAR MEETING

April 11, 2018 6:30 PM

OPEN SESSION: 6:30 P.M.

CLOSED SESSION: Following Open Session

Meeting Location: Anzar High School

2000 San Juan Highway, San Juan Bautista, CA 95045

Mission Statement

To inspire and guide every student to extraordinary achievement every day.

1. CALL TO ORDER AND ROLL CALL

Minutes:

President McAlister called the meeting to order at 6:30 p.m.

Board Members Present: Jennifer Colby, Jose Flores, Monica Martinez-Guaracha, Drew McAlister

Board Members Absent: Jeff Hancock

Staff Present: Michele Huntoon, Janet Watson, Charlene McKowen, Anthony Miranda, Mariana Solomon, Dan Faurot-Daniels

Others Present: Joan Linton, Joey Canepa, Rachel Ponce, Moira Casey McEwen

2. PLEDGE OF ALLEGIANCE

Minutes:

Joey Canepa led the pledge of allegiance.

3. PUBLIC COMMENT

Minutes:

Joey Canepa read a letter from Silvia Rios regarding the transition plan at Anzar High School.

Moira Casey McEwen provided public comment regarding the public records act and her request.

4. APPROVAL AND ORDER OF AGENDA

Minutes:

Motion by Trustee Flores, second by Trustee Martinez-Guaracha to approve the agenda. Motion carried 4-0.

5. BOARD NORMS

Minutes:

President McAlister reminded the Board of the norms.

6. PUBLIC HEARING

6.1. Aromas-San Juan Unified School District Sunshine Proposal with Aromas/San Juan Teachers Association (CTA/NEA)

6.1.1. Convene to Public Hearing

Minutes:

President McAlister convened to public hearing at 6:38 p.m.

6.1.2. Public Comments

Minutes:

No public comments received.

6.1.3. Adjourn Public Hearing

Minutes:

President McAlister adjourned the public hearing at 6:38 p.m.

6.1.4. Consideration and Action on Acceptance of the Aromas-San Juan Unified School District Sunshine Proposal with Aromas/San Juan Teachers Association (CTA/NEA)

Minutes:

Motion by Trustee Martinez-Guaracha, second by Trustee Flores to accept the Aromas-San Juan Unified School District Sunshine Proposal with Aromas/San Juan Teachers Association (CTA/NEA). Motion carried 4-0.

7. REPORTS

7.1. Student Trustee

Minutes:

Not present; no report provided.

7.2. Certificated and Classified Unions

Minutes:

Not present; no reports provided.

7.3. Board Reports and Comments

Minutes:

Trustees Colby, Flores and McAlister reported on their respective activities.

7.4. Superintendent

Minutes:

Superintendent Huntoon reported on her respective activities included the following:

- enrollment update
- MTSS grant application
- recruiting fairs
- art classes at Mi Escuelita
- Parent University at Anzar High School on for grades K-8; at San Benito High School for grades 9-12
- upcoming events
- AB2808 Funding Model

8. INFORMATION/DISCUSSION ITEMS

8.1. Discussion on Math and Science High School Graduation

Requirements

Minutes:

The Board of Trustees and staff engaged in a lengthy discussion regarding the new high school graduation requirements in math and science. Principal McKowen led the discussion which included the following:

- course offerings
- sample schedules
- impacts and challenges

Dan Faurot-Daniels reviewed the math sequence.

8.2. Discussion on Special Day Class (SDC) Program

Minutes:

Superintendent Huntoon reviewed the proposed Special Day Class (SDC) program for Aromas-San Juan Unified School District which would return ASJUSD students back to the District from being served in Hollister. The discussion centered around the following:

- history
- SDC Moderate/Severe program
- staffing pattern
- program needs
- benefits
- enrollment trend
- budgeting

9. ACTION ITEMS

9.1. Consideration and Action on Approval of First Reading of BP 6146.1 High School Graduation Requirements

Minutes:

Motion by Trustee Colby, second by Trustee Flores to approve the first reading of BP 6146.1 High School Graduation Requirements. Motion carried 4-0.

9.2. Consideration and Action on Approval of San Juan School Tennis Courts Resurfacing

Minutes:

Motion by Trustee Colby, second by Trustee Flores to approve the resurfacing project of the San Juan School tennis courts. Motion carried 4-0.

9.3. Consideration and Action on Approval of First Reading of BP 1230 School-Connected Organizations and BP 3452 Student Activity Funds

Minutes:

Motion by Trustee Flores, second by Trustee Colby to approve the first reading of BP 1230 School-Connected Organizations and BP 3452 Student Activity Funds. Motion carried 4-0.

9.4. Consideration and Action on Approval of First Reading of Board Policy Revisions

Minutes:

Motion by Trustee Flores, second by Trustee Martinez-Guaracha to approve the first reading of Board Policy revisions including Option 1 for BP 5022. Motion carried 4-0.

9.5. Consideration and Action on Approval of 2017-2018 Second Interim Budget Report and Resolution #1718-32 Second Interim Budget Appropriation Transfers

Minutes:

Superintendent Huntoon reviewed the 2017-2018 Second Interim budget report. The review included the following:

- certification
- general fund revenues
- general fund expenditures
- 2017-18 First Interim vs 2017-18 Second Interim
- Multi-Year Projections
- revenue and expenditure assumptions
- next steps

John Ferreira provided public comment inquiring about enrollment growth projections due to building of new homes.

Motion by Trustee Colby, second by Trustee Flores to approve the 2017-2018 Second Interim Budget Report and Resolution #1718-32 Second Interim Budget Appropriation Transfers. Motion carried 4-0.

10. CONSENT AGENDA

Minutes:

John Ferreira and Rachel Ponce provided public comment regarding the March 14, 2018 Board meeting minutes.

Motion by Trustee Flores, second by Trustee Martinez-Guaracha to approve the Consent Agenda. Motion carried 4-0.

10.1. Consideration and Approval of Minutes

10.1.1. March 14, 2018

10.1.2. March 28, 2018

10.2. Consideration and Approval of Miscellaneous Items

10.2.1. Enrollment

10.2.2. Discipline

10.2.3. Approval of Resolution #1718-35 Ordering Election, Consolidation of Election & Specifications of Election Order

10.2.4. Resolution #1718-36 National Teacher Appreciation Week

10.2.5. Resolution #1718-37 Classified Employees Appreciation Week

10.2.6. Williams Uniform Complaint Summary, 1/1/18 - 3/31/18
(NONE)

10.3. Consideration and Approval of Personnel Items

11. RECOMMENDATIONS FOR FUTURE MEETINGS

Minutes:

No additional recommendations.

12. UPCOMING MEETING DATE

Minutes:

April 18, 2018 - Anzar High School (Board Budget Study Session)

April 25, 2018 - Anzar High School

13. PUBLIC COMMENTS ON CLOSED SESSION

Minutes:

No public comments received.

14. ADJOURN TO CLOSED SESSION

Minutes:

The Board adjourned to Closed Session at 9:02 p.m.

15. CLOSED SESSION ITEMS

15.1. Anticipated Litigation (Government Code Section 54956.9(b))

15.2. Conference with Labor Negotiator (Government Code 54957.6)

Agency Negotiator: Superintendent

Aromas/San Juan Teachers Association (CTA/NEA)

16. ADJOURN FROM CLOSED SESSION AND RECONVENE TO OPEN SESSION

Minutes:

The Board adjourned from Closed Session and reconvened to Open Session at 9:26 p.m.

16.1. Consideration and Action on Anticipated Litigation (Government Code Section 54956.9(b))

Minutes:

No reportable action.

16.2. Consideration and Action on Conference with Labor Negotiator (Government Code 54957.6)

Aromas/San Juan Teachers Association (CTA/NEA)

Minutes:

No reportable action.

17. FEEDBACK BY MEETING OBSERVER - Monica Martinez-Guaracha

Minutes:

Trustee Martinez-Guaracha stated the meeting was very informative.

18. ADJOURNMENT

Minutes:

Motion by Trustee Flores, second by Trustee Colby to adjourn the meeting.

Motion carried 4-0. Meeting adjourned at 9:27 p.m.

Michele Huntoon
Secretary to the Board of Trustees

BOARD OF TRUSTEES BUDGET STUDY SESSION

April 18, 2018 6:30 PM

OPEN SESSION: 6:30 P.M.

Meeting Location: Anzar High School
2000 San Juan Highway
San Juan Bautista, CA 95045

Mission Statement

To inspire and guide every student to extraordinary achievement every day.

1. CALL TO ORDER AND ROLL CALL

Minutes:

President McAlister called the meeting to order at 6:30 p.m.

Board Members Present: Jennifer Colby, Monica Martinez-Guaracha, Drew McAlister

Board Members Absent: Jose Flores, Jeff Hancock

Staff Present: Michele Huntoon, Janet Watson, Mariana Solomon

Others Present: Rachel Ponce, Moira Casey McEwen, Destiny Hansen, Dara Hansen

2. PLEDGE OF ALLEGIANCE

Minutes:

Destiny Hansen led the pledge of allegiance.

3. PUBLIC COMMENT

Minutes:

No public comment received.

4. APPROVAL AND ORDER OF AGENDA

Minutes:

Motion by Trustee Colby, second by Trustee Martinez-Guaracha to approve the agenda. Motion carried 3-0.

5. BOARD NORMS

Minutes:

President McAlister reminded the Board of the norms.

6. BUDGET STUDY SESSION

6.1. Current Budget Review

Minutes:

Superintendent Huntoon provided an in-depth review of the current budget including the following:

- Basic Aid status
- Comparative Analysis CBEDS Enrollment to ADA
- District-Wide Enrollment
- Enrollment vs. FTEs Comparison
- LCFF Dashboard & Planning Factors
- Assumptions
- Tax Revenue
- Revenue Projections

- General Fund Expenditures
- STRS/PERS Rates
- Multi-Year Projection

6.2. Current Year Local Control Accountability Plan (LCAP) Review

Minutes:

Superintendent Huntoon provided an overview of current Local Control Accountability Plan including the following:

- Forward Planning
- District Programs
- LCAP and Strategic Plan
- Required Funding

7. UPCOMING MEETING DATE

Minutes:

April 25, 2018 - Anzar High School

May 9, 2018 - Aromas School

May 22, 2018 - Aromas School

8. ADJOURNMENT

Minutes:

Motion by Trustee Colby, second by Trustee Martinez-Guaracha to adjourn the meeting. Motion carried 3-0. Meeting adjourned at 8:32 p.m.

Michele Huntoon
Secretary to the Board of Trustees

BOARD OF TRUSTEES REGULAR MEETING

April 25, 2018 6:30 PM

OPEN SESSION: 6:30 P.M.

CLOSED SESSION: Following Open Session

Meeting Location: Anzar High School

2000 San Juan Highway

San Juan Bautista, CA 95045

Mission Statement

To inspire and guide every student to extraordinary achievement every day.

1. CALL TO ORDER AND ROLL CALL - 6:30 p.m.

Minutes:

President McAlister called the meeting to order at 6:30 p.m.

Board Members Present: Jennifer Colby, Jose Flores, Monica Martinez-Guaracha, Drew McAlister

Board Members Absent: Jeff Hancock

Staff Present: Michele Huntoon, Janet Watson, Charlene McKowen, Mariana Solomon, Dan Carrillo

Others Present: Joan Linton, Rachel Ponce, Joey Canepa, Erin Gemar, Gabriela Gutierrez, Gabriela Candelaria, Moira Casey McEwen, Dan Faurot-Daniels, Wayne Norton

2. PLEDGE OF ALLEGIANCE

Minutes:

Angela Oliveira led the pledge of allegiance.

3. PUBLIC COMMENT

Minutes:

John Ferreira provided public comment regarding the Brown Act.

Moira Casey McEwen provided public comment regarding a public records request.

4. APPROVAL AND ORDER OF AGENDA

Minutes:

Motion by Trustee Colby, second by Trustee Flores to approve the agenda with removal of Consent Agenda Items 8.1.6 and 8.2.1 for further discussion. Motion carried 4-0. Student Trustee - aye.

5. BOARD NORMS

Minutes:

President McAlister reminded the Board of the norms.

Rachel Ponce provided public comment regarding the development of the Board Norms and Board members not speaking up.

John Ferreira provided public comment regarding the Brown Act.

6. INFORMATION/DISCUSSION ITEMS

6.1. Discussion and Update on Cal-SOAP Program

Minutes:

Gabriela Candelaria provided public comment regarding Cal-SOAP and working with the Seal of Biliteracy students.

Erin Gemar of South County Cal-SOAP provided an update of the program to the Board, staff and public including the following:

- Student of the Month recognition
- Background
- Collaboration model
- Statewide impact
- Financing & Services available
- Orientation/Workshop
- Counselor conferences
- Statistics
- Scholarship data
- College Fairs
- Financial Aid data
- Upcoming events
- Budget overview

6.2. Discussion and Update on Monsanto Grant

Minutes:

Joey Canepa provided an update on the Monsanto Grant including the following:

- Professional development provided
- Grant evaluation outline and overview
- Budget update
- Additional grant availability

6.3. Discussion and Update on State of the District Meetings

Minutes:

The Board of Trustees and staff discussed an update on the State of the District meetings held in February 2018. The discussion included the following:

- Forward planning
- Draft Strategic Plan
- Future Meetings/Forums

This item will be brought back for further discussion at the May 9, 2018 Board meeting.

6.4. Discussion on Anzar High School Transition Plan

Minutes:

Joey Canepa provided public comment regarding holding a public workshop.

Gabriela Candelaria provided public comment regarding developing an advisory committee.

Wayne Norton provided public comment regarding holding community conversation.

John Ferreira provided public comment regarding the development of an Ad Hoc Committee.

Donna Avila provided public comment regarding the retirement agreement.

Angela Oliveira provided public comment regarding including staff and students.

Moirra Casey McEwen provided public comment regarding the principal position.

Superintendent Huntoon reviewed the current leadership transition plan. It was decided that Trustee Colby and Trustee Martinez-Guaracha will develop and lead an Ad Hoc Committee.

6.5. Discussion and Update on Monthly County Cash Reconciliation Report

Minutes:

Superintendent Huntoon stated an update was not available.

7. ACTION ITEMS

7.1. Consideration and Action on Approval of Special Day Class (SDC) Program

Minutes:

Motion by Trustee Colby, second by Trustee Flores to approve the implementation of a Special Day Class (SDC) Program. Motion carried 4-0.

7.2. Consideration and Action on Approval of Job Description for Special Day Class Teacher

Minutes:

Motion by Trustee Flores, second by Trustee Colby to approve the job description for a Special Day Class Teacher with the understanding that "bilingual preferred" will be included in the advertisement. Motion carried 4-0.

8. CONSENT AGENDA

Minutes:

Motion by Trustee Colby, second by Trustee Flores to approve Consent Agenda Items 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.7, 8.2.2, 8.2.3, 8.2.4 and 8.3. Motion carried 4-0.

Motion by Trustee Colby, second by Trustee Flores to approve Consent Agenda Item 8.1.6. Motion carried 4-0.

Consent Agenda Item 8.2.1 was removed from the agenda and will be agendized at the May 9, 2018 Board meeting.

8.1. Consideration and Approval of Financial Items

8.1.1. District Warrants - March 2018

8.1.2. Monthly Cash Flow Report

8.1.3. Report on Special Costs

8.1.4. Renewal of Agreement with Document Tracking Services

8.1.5. Renewal of MOU with San Benito County Office of Education for 2018-2019 Technical Services

8.1.6. Renewal of Agreement with San Benito County Office of Education for 2018-2019 Special Education Transportation Services

8.1.7. Resolution #1718-39 Authorized Signors to Conduct District Business

8.2. Consideration and Approval of Miscellaneous Items

8.2.1. Second Reading of BP 6146.1 High School Graduation Requirements

8.2.2. Second Reading of BP 1230 School-Connected Organizations and BP 3452 Student Activity Funds

8.2.3. Second Reading of Board Policy Revisions

8.2.4. Resolution #1718-38 Calling for Full and Fair Funding of California's Public Schools

8.3. Consideration and Approval of Personnel Items

9. RECOMMENDATIONS FOR FUTURE MEETINGS

Minutes:

Superintendent Evaluation (Closed Session)

10. UPCOMING MEETING DATE

Minutes:

May 9, 2018 - Aromas School

May 22, 2018 - Aromas School

11. PUBLIC COMMENTS ON CLOSED SESSION

Minutes:

No public comment received.

12. ADJOURN TO CLOSED SESSION

Minutes:

The Board adjourned to Closed Session at 8:50 p.m.

13. CLOSED SESSION ITEMS

13.1. Anticipated Litigation (Government Code Section 54956.9(b))

13.2. Removal/Suspension/Expulsion of a Student (Education Code 428912; 20 U.S.C. Section 1232g) *Case #1718-04

13.3. Conference with Labor Negotiator (Government Code 54957.6)
Agency Negotiator: Superintendent
Aromas/San Juan Teachers Association (CTA/NEA)

14. ADJOURN FROM CLOSED SESSION AND RECONVENE TO OPEN SESSION

Minutes:

The Board adjourned from Closed Session and reconvened to Open Session at 9:30 p.m.

14.1. Consideration and Action on Anticipated Litigation (Government Code 54956.9(b))

Minutes:

No reportable action.

14.2. Consideration and Action on Removal/Suspension/Expulsion of a Student (Education Code 428912; 20 U.S.C. Section 1232g) *Case #1718-04

Minutes:

Motion by Trustee McAlister, second by Trustee Colby to approve the expulsion of Case #1718-04. Motion carried 3-1.

Roll Call Vote

Trustee Martinez-Guaracha - yes

Trustee Colby - yes

Trustee Flores - abstain

Trustee McAlister - yes

14.3. Consideration and Action on Conference with Labor Negotiator (Government Code 54957.6)

Aromas/San Juan Teachers Association (CTA/NEA)

Minutes:

No reportable action.

15. FEEDBACK BY MEETING OBSERVER - Jose Flores

Minutes:

Trustee Flores stated it was a good meeting.

16. ADJOURNMENT

Minutes:

Motion by Trustee Flores, second by Trustee Colby to adjourn the meeting. Motion carried 4-0. Meeting adjourned at 9:33 p.m.

Michele Huntoon
Secretary to the Board of Trustees

District Enrollment

Date	6/7	8/17	8/29	9/19	10/4	11/1	12/1	1/19	2/1	3/1	4/18	5/2	8/18/16
Mi Escuelita	64	41	47	48	49	48	51	53	56	57	55	56	39
Aromas (K-8)	420	413	411	410	409	408	409	408	407	409	403	405	412
San Juan (K-8)	362	357	336	336	335	336	338	343	338	339	338	339	365
Anzar	328	369	364	358	356	354	355	351	351	354	349	349	367
Total (Exc PreK)	1110	1139	1111	1104	1100	1098	1102	1102	1096	1102	1090	1093	1144
Mi Escuelita	8/17	9/19	10/4	11/1	12/1	1/19	2/1	3/1	4/18	5/2			
Starters	16	23	25	25	27	29	32	33	30	31			
Pre-K	25	25	24	23	24	24	24	24	25	25			
Mi Escuelita Total	41	48	49	48	51	53	56	57	55	56	0	0	
Aromas School	5/2												
TEACHER NAME	GRADE	PK3	PK4	K	1	2	3	4	5	6	7	8	TOTAL
Preschool	PreK	18	14										32
Mantega	K			20									20
Tungate	K			22									22
Mahler, A	1				21								21
Hendersen	1				22								22
Bachelder	2					23							23
Taylor, S	2					24							24
Mahler, M	3						20						20
Schmidlin	3						20						20
DeAmaral	4							25					25
Gurnee	4							23					23
Luke	5								15				15
Blomquist	5								14				14
Rayburn	6									28			28
West	6									27			27
Taylor/Ervin	7										30		30
Medeiros	7										23		23
Rosa	8											25	25
Wooler	8											23	23
Total by Grade Level				42	43	47	40	48	29	55	53	48	405
Aromas School Total	with PS	18	14	42	43	46	40	48	29	55	53	48	436
San Juan School	5/2												
TEACHER NAME	GRADE	PK3	PK4	K	1	2	3	4	5	6	7	8	Total
Preschool	PreK	13	11										24
Ind Stu/Home Hosp													0
Flores	K			20									20
Vallejo (D.I.)	K			21									21
Price	1				23								23
Fuentes (D.I.)	1				19								19
Hoel (D.I.)	2					16							16
Ramos	2					22							22
Prado (D.I.)	3						17						17
Hicks	3						18						18
Marshall	4							17					17
Ferreira (D.I.)	4							18					18
Weldon (D.I.)	5								22				22
Long	5								27				27
Carlson	6									19			19
Wilkinson	6/7									10	10		20
Shearer	7										23		23
Edwards	8											18	18
Emerich	8											19	19
Total by Grade Level		0	0	41	42	38	35	35	49	29	33	37	339
San Juan School Total	with PS	13	11	41	42	38	35	35	49	29	33	37	363
Anzar High	8/16	8/17	9/19	10/4	11/1	12/1	1/19	2/1	3/1	4/18	5/2		
Grade 9	106	104	96	94	94	94	94	97	94	95			
Grade 10	95	94	92	91	90	90	89	89	89	88	87		
Grade 11	80	80	76	78	78	78	76	76	76	76	76		
Grade 12	94	91	94	93	92	93	92	92	92	91	91		
Total	375	369	358	356	354	355	351	351	354	349	349	0	0

Anzar Enrollment Figures and Class Sizes by Courses
Monday, 4/30/2018

Grade 9	Grade 10	Grade 11	Grade 12
94	87	76	91

348 total

Class Sizes by course:

English 9	24	21	24	26		
English 10	23	30	34			
English 11	29	36				
English 12	26	29	23	Academic Lit	No class	
A.P. English	21		ESL	10		
World Hist.	31	33	34			
US Hist.	29	29	31	Global Issues	38	
Economics	30	19	27			
Geometry	26	20	25	28		
Algebra 1	21	32	28			
Adv. Algebra	30	35		Pre-Calculus	11	
AP CalcAB	12		AP CalcBC	2	Statistics	21
Int. Sci.	25	32	31	28	22	26
Honors I.S.	33		Int. Sci. 3	20	8	
Chemistry	26	29	Physics	31	Health	29 & 17
Fitness	34	26	42	49	22	
Spanish 1	15	19				
Spanish 2	26	28		Spanish 3	19	
NSS1	29		NSS 2	27	AP Span.	18
Studio Art	24 (+3)	23 (+8)	22 (+3)	(+=Adv. Art)		
Photog.	25		Multi-Med.	20	Drama	19
Study Skills	5	6	8	13		
Grad Ex.	33	32	(19)	34	(7)	
Culinary	25		Woodworking	13		
(Garden class)	(7) (CM)		Peer Tutors (tot)	4	TAs/Office aides	20 (total)
Advisory 9	24	24	23	23		
Advisory 10	20	25	24	18		
Advisory 11	19	21	16	20		
Advisory 12	22	26	21	22		

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
Cumulative Discipline (period ending April 30, 2018)

	Aromas School	San Juan School	Anzar High School	District Total
Suspensions	5	2	20	27
Expulsions	1		2	3

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
Cumulative Discipline (period ending April 30, 2017)

	Aromas School	San Juan School	Anzar High School	District Total
Suspensions	10	15	8	33
Expulsions				0

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. ~~Two~~ **Three** courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete ~~two~~ **three** mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6011 - Academic Standards)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. ~~Two~~ **Three** courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

High School Graduation Requirements (continued)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

- (cf. 6142.2 - World/Foreign Language Instruction)
- (cf. 6142.6 - Visual and Performing Arts Education)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

- (cf. 6142.7 - Physical Education and Activity)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
- (cf. 6142.4 - Service Learning/Community Service Classes)
- (cf. 6142.8 - Comprehensive Health Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

- (cf. 6146.11 - Alternative Credits Toward Graduation)
- (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
- (cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701.

- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6173.2 - Education for Children of Military Families)

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions

High School Graduation Requirements (continued)

may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas; foreign exchange students
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
60851.5 Suspension of high school exit examination
60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gc/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

2018-2019 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE)** no later than June 29, 2018.

Aromas-San Juan Unified School District/Governing Board at its May 9, 2018 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2018-2019 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Anzar High School
NAME OF REPRESENTATIVE Charlene McKowen POSITION Principal
ADDRESS 2000 San Juan Highway CITY San Juan Bautista ZIP 95045
PHONE 831-623-7660 FAX 831-623-7676 E-MAIL cmckowen@asjUSD.k12.ca.us

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Charlene McKowen Signature [Signature]
Address 2000 San Juan Highway City San Juan Bautista Zip 95045
Phone 831-623-7660 Fax 831-623-7676

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**