

# DUNHAM SCHOOL DISTRICT

## Meeting of the Board of Trustees

Via Zoom: Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, Dunham School District Board of Education meetings will be conducted through a teleconference format ( Zoom) in order for the Trustees to participate remotely, and to allow for orderly public comment. There will not be a physical location for Board of Education meetings until social distancing directives have been lifted

Tuesday, ~~March 10, 2020~~ April 14, 2020 (MP)  
5:30 p.m.

### MINUTES

1. The meeting was called to order by President Zell at 5:40pm. Members Present: Rachel Zell, Spencer Crum, Lisa Poncia, John Lehmann and Meredith Regan and Superintendent/Principal Daniel Hoffman.
2. OPEN SESSION, AGENDA ADJUSTMENTS: *Joe Petersen*: Offering support as the District makes difficult decisions. *Sarah Hastings*: Concerns regarding Reading Intervention Program Teacher Reduction. *Stephanie Fair*: Concerns regarding Reading Intervention Teacher Reduction. *Siobhan Wilde*: Concerns regarding Physical Education Teacher Reduction. *Katie Kidder*: Concerns regarding Reading Intervention Teacher Reduction. *Shahin Pamatmat*: Concerns regarding Reading Intervention Program Teacher Reduction and impacts on Special Education Program. *Lynette Amador*: Concerns about Reading Intervention Program and Physical Education Teacher Reduction. *Gretchen Schmidt*: How do we increase revenue? *Nicole Whitehorn*: Concerns about Reading Intervention Program and Physical Education Teacher Reduction.
3. Crum moves to delay the reopening of time of open session to 7p. Poncia seconds. Unanimous. The Board adjourned the closed session at 6:08pm
4. The open session resumed at 7:02pm. The open session began with the Pledge of Allegiance. President Zell reported that there was no action taken during the closed session.
5. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA, PUBLIC COMMENTS: *Shahin Pamatmat*: Concerns regarding the effects of distance learning and the reduction of Reading Intervention Program Teacher. *Janelle Petersen*: Concerned regarding the reduction of the Reading Intervention Teacher and the Physical Education teacher. *Niki Myles*: Concerns regarding Physical Education Teacher Reduction. *Casey Campbell*: Concerns about Physical Education Teacher Reduction. *Franco Burcina*: Concerns about Physical Education Teacher Reduction. *Jeff Petersen*: Can public hear what teachers have to say again? Trustee Zell reminds the public that they are addressing the Board at this time. *Siobhan Wilde*: Concerns regarding Physical Education Teacher Reduction. *Raquel Burcina*: Concerns about Reading Intervention Program Teacher and Physical Education Teacher Reduction. *Lynette Amador*: Please consider holding the Budget committee during Shelter in Place Order. *Laura Cussins*: Concerns over Reading Intervention Program Teacher and Physical Education Teacher Reduction. *Sarah Hastings*: Concerns regarding Reading Intervention Program Teacher Reduction. *Shainin Pamatmat*: Concerns about Reading Intervention Program Teacher Reduction.
6. Presentations, Reports
  - 6.1 Principal/Superintendent Report:
    - **Enrollment Update**: Currently at 170 enrolled. Working diligently to capture 14 Kinders on the waitlist even though current Kinder is full.

- **Daycare Director Update:** Interview on Thursday 4/16/2020. Hoping the person is a fit. Position would start next school year.
- **LCAP Update:** In limbo at the moment. Waiting on State to hear about a new template. May or may not need to use new template and just make adjustments to old LCAP due to current COVID-19 crisis.
- **COVID-19 Update:** School canceled through the end of the year at this time. Everything extra has been cancelled also, including 150 year celebration, Spring Showcase. Campus is closed to the public and being deep cleaned. Disappointing and sad to not be at school, especially for 6th graders for all of the end of the year promotion activities. Budget Committee on Zoom? Best done in person. Consulted with financial advisors regarding this topic due to the demands of the meeting. Board would like this to be top of the list when possible. Would also like to postpone the 6th grade promotion, not cancel, but will depend on when restrictions are lifted.
- **Distance Learning:** Staff working hard and adjusting to meet the needs of the students. A lot of positive feedback.
- **Garden Grant:** Ms. Natalie received \$500 grant with help from parent volunteer Rachel Mustschler

6.2 Assistant Business Manager Report:

- **Child Care Report:** Revenue for March down due to school closure. SCOE Legal has advised us to continue paying child care employees their scheduled hours every month.

7. CORRESPONDENCE- Letter from Superintendent Daniel Hoffman regarding the recommendation of reduction or discontinuance of particular kinds of services received on March 13, 2020. The Board acknowledges that the letter was received.

8. DISCUSSION ITEMS

- 8.1 Instructional Aide vacancy: looking at a variety of budget reduction items. If we don't fill this position, it would be a potential savings of 24k without someone losing their job. Board would like it to be a future action item to reduce the position.
- 8.2 Budget reserve goal: Need a target as we are deficit spending, at this time we are using our savings to cover cost. We are projected at the end of the 21/22 school year to run a deficit of 114k.

9. CONSENT ITEMS

- 9.1 Approve minutes from the March 10, 2020 Regular Meeting
- 9.2 Ratify Warrants paid in March 2020  
Poncia moves to approve the consent agenda. Seconded by Crum.  
Ayes: 5      Nays: 0      Abstentions: none

10. ACTION ITEMS

- 10.1 Regan moves to approve Williams Reporting for Q1 January 1, 2020-March 31, 2020. Poncia seconds.  
Ayes: 5      Nays: 0      Abstentions: none
- 10.2 Crum moves to approve 2020-21 Retainer with School and College Legal Services of California. Ponica seconds.  
Ayes: 5      Nays: 0      Abstentions: none
- 10.3 Lehmann moves to approve Final Action on Resolution and Decision Not to Reemploy

Roll Call:

Crum: Aye

Lehman: Aye

Poncia: Aye

Regan: Aye

Zell: Aye

- 10.4 Poncia moves to approve Resolution 2020-07 regarding "Emergency Actions Taken By the Superintendent of Schools". Seconded by Regan.

Roll Call:

Crum: Aye

Lehman: Aye

Poncia: Aye

Regan: Aye

Zell: Aye

- 10.5 Regan moves to approve Resolution 2020-08 regarding declaring emergency Conditions exist at schools and offices in the District and granting the authorization needed to take any and all necessary actions to prepare and respond effectively to the Novel Coronavirus. Seconded by Crum.

Roll Call:

Crum: Aye

Lehman: Aye

Poncia: Aye

Regan: Aye

Zell: Aye

11. FUTURE AGENDA ITEMS:

- Charter renewal
- LCAP
- Public Employee Performance Evaluation: Superintendent / Principal

12. COMMENTS/QUESTIONS FROM THE BOARD OF TRUSTEES: Thank you to the board; meetings like these aren't easy. These are really hard decisions and as volunteers the Board is here solely for the sake of the kids. The Board encourages parents and community members to reach out to ask questions. The Board looks forward to working with the community. If we come up with some creative solutions we can make this work.

13. Public Comment on Closed Session Agenda:

14. Reconvene to Closed Session: none

15. Return to Open Session: n/a

16. Report on Actions Taken in Closed Session: none.

17. ADJOURNMENT at 8:27pm .

*Lisa Poncia*

*5.19.2020*

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Lisa Poncia, Clerk

Date

**BEFORE THE GOVERNING BOARD**  
**OF THE**  
**DUNHAM SCHOOL DISTRICT**  
**SONOMA COUNTY, CALIFORNIA**

Resolution and Decision Not to )  
Reemploy Certificated Employees )  
\_\_\_\_\_ )

**RESOLUTION NO. 2020-06**

WHEREAS, the Governing Board of the DUNHAM SCHOOL DISTRICT (“District”) adopted a Resolution in the Matter of the Reduction or Discontinuance of Certain Particular Kinds of Services (“Resolution”) on or before March 15, 2020, authorizing and directing the Superintendent or Superintendent’s designee to initiate and pursue procedures necessary not to reemploy the equivalent of 1.1071 (FTE) full-time certificated employees of the District pursuant to Education Code sections 44949 and 44955 because of a reduction and/or discontinuance of particular kinds of services; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Reduction or Discontinuance of Particular Kinds of Services (“Notice”) on the certificated employees listed on Attachment “A” on or before March 15, 2020, indicating that the Governing Board did not intend to reemploy them to the extent indicated in the Resolution and Notice for the 2020-2021 school year; and

WHEREAS, the certificated employees listed on Attachment “A” were informed of their right to request a hearing and that failure to do so in writing by the date specified in the aforementioned notice would constitute a waiver of the right to a hearing; and

WHEREAS, the certificated employees listed in Attachment "B" either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the certificated staff requirements of the District for the 2020-2021 school year, as well as the seniority and qualifications of each of the certificated employees of the District, the services of the certificated employees listed on Attachment "C" will not be required for the ensuing school year to the extent indicated in the Resolution and Notice to the employees listed in Attachment "C."

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give Final Notice to the certificated employees listed on Attachment "C" that their services will not be required by this District for the 2020-2021 school year. Said notice shall be given by serving upon said persons a true copy of this Resolution and Decision Not to Reemploy Certificated Employees.


BE IT FURTHER RESOLVED that this decision is effective immediately.

Duly and regularly adopted this 14 day of April 2020, by the following vote:

AYES:     5    

NOES:     Ø    

ABSENT:     Ø    

  
\_\_\_\_\_  
President, Board of Trustees

I, Lisa Poncia, Clerk of the Governing Board of the DUNHAM  
SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced,  
passed and adopted by the Governing Board at its meeting held on April 14, 2020.

Lisa Poncia

Clerk, Governing Board

ATTACHMENT A

DUNHAM SCHOOL DISTRICT

LIST OF CERTIFICATED EMPLOYEES SENT  
INITIAL LAYOFF NOTICE

1. Campbell, Jane
2. McCarthy, Holly



**ATTACHMENT B**

**DUNHAM SCHOOL DISTRICT**

**LIST OF CERTIFICATED EMPLOYEES WHO EITHER  
DID NOT SUBMIT A TIMELY REQUEST FOR HEARING OR  
REQUESTED A HEARING AND THEN RESCINDED THE REQUEST**

1. Campbell, Jane
2. McCarthy, Holly

ATTACHMENT C

DUNHAM SCHOOL DISTRICT

LIST OF CERTIFICATED EMPLOYEES  
TO BE SENT FINAL LAYOFF NOTICE

1. Campbell, Jane
2. McCarthy, Holly

RESOLUTION NO. 2020-08

BY THE DUNHAM SCHOOL DISTRICT BOARD OF EDUCATION DECLARING EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE DISTRICT AND GRANTING THE AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19)

WHEREAS, the World Health Organization has declared COVID-19 has to be a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 12, 2020, there were 221 reported cases of COVID-19 and 4 cases reported resulting in death in California; and

WHEREAS, there are at least 2 reported cases in Sonoma County, and county, state and federal health officials expect the number of cases to increase; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate action necessary to prevent and mitigate the effects of COVID-19 if no action is taken; and

WHEREAS, it is in the best interests of students, staff and the community to prepare for and implement measures to respond to the imminent potential spread of COVID-19; and

WHEREAS, it is necessary to ensure that instruction continues in a manner best determined by the District which supports continued learning, including but not limited to distance learning; and

WHEREAS, California Public Contract Code Section 20113, provides that in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

- (1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
- (2) Notwithstanding Section 20114, authorize the use of day labor or force account for the purpose; and

WHEREAS, an emergency exists requiring such action as defined in Public Contracts Code Section 1102 of the Public Contract Code and Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 1569(c); and

WHEREAS, the Superintendent requires that the Board declare that an emergency exists and grant the authority to take any and all action to ensure compliance with local, state and federal directives and legal mandates, ensure instruction continues, enter into any and all contracts to respond to emergency conditions at District sites and protect the health, safety and welfare of students and staff; and

WHEREAS, approval of this resolution would allow the Superintendent to immediately respond to rapidly changing health and safety concerns and designate employees as disaster service workers pursuant to Government Code 3100.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of *Dunham School District* determines that the circumstances described in this Resolution herein constitute an emergency condition for which immediate action may be necessary; and


BE IT FURTHER RESOLVED that the Board of Education by unanimous vote pursuant to section 20113 of the Public Contract Code and subject to approval by the Sonoma County Superintendent of Schools,

authorizes the execution of contracts without advertising or inviting bids; and, notwithstanding section 20114, authorizes the flexibility of the Superintendent to respond to the emergency conditions at district sites and offices; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the Superintendent and/or his/her designee to take any and all actions necessary to ensure the continuation of public education, protect the health and safety of the students and staff at district sites, including, but not limited to, the relocation of district resources, directing staff to serve as disaster service workers pursuant to Government Code section 3100, make provisions options for alternative educational programs and student transportation and take all action necessary pursuant to this Resolution to prepare and respond effectively to COVID-19.

PASSED AND ADOPTED by the Governing Board of the *Dunham School District*, on the 14 Day of April, 2020, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0 ABSTENTIONS: 0



Signature  
by ?

RESOLUTION NO. 2020-07

**RESOLUTION OF THE DUNHAM SCHOOL DISTRICT  
GOVERNING BOARD**

**Regarding  
EMERGENCY ACTIONS BY THE SUPERINTENDENT OF SCHOOLS**

**WHEREAS**, the Governing Board of the Dunham School District recognizes the immediate public health threat to its community posed by COVID-19; and

**WHEREAS**, the Governor of California and the County of Sonoma have declared a State of Emergency and have issued recommendations to engage in social distancing and cancelling all non-essential gatherings; and

**WHEREAS**, the County of Sonoma Department of Health has issued a recommendation that all schools temporarily suspend in-person classes through at least May 30 to curtail the spread of COVID-19; and

**WHEREAS**, the Board intends to take all actions reasonably necessary to ensure the safety and health of its employees and students; and

**WHEREAS**, Health and Safety Code Section 120230 provides the authority for the Superintendent of Schools to ensure the health and safety of its employees and students in the event of an infectious disease outbreak, such as COVID-19; and

**WHEREAS**, Education Code Sections 48213, 49451, 44964 and 45199 provide the District with the authority to exclude students and staff members from the school in the event of an outbreak of an infectious disease; and

**WHEREAS**, the Board declares that it is adopting the stance of the State of California and the County of Sonoma, and is declaring COVID-19 a disease which threatens the health of any and all staff and students; and

**WHEREAS**, the Board intends to ensure the safety of its students and staff through emergency measures, if required.

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of the Dunham School District, through this Resolution, acknowledges the authority granted to the Superintendent

of Schools to take any of the following actions, in his/her discretion and without consultation with the Governing Board, and ratifies the decision of the Superintendent of Schools to close schools on March 23, 2020 through May 30, 2020, due to COVID-19.

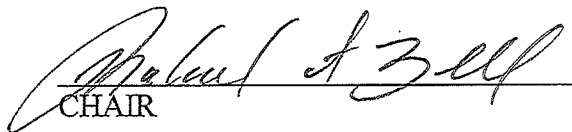
1. Exclude Students and/or Staff who exhibit symptoms of COVID-19 or any similar infectious and/or contagious disease.
2. Provide for alternative methods of education, and as determined by the Superintendent of Schools, for any Students unable to attend in-person instruction due to a closure and/or quarantine related to COVID-19.
3. Provide compensation for any Staff excluded from work due to a closure and/or quarantine related to COVID-19.
4. Close the District due to either the presence or threat of COVID-19, in accordance with the Governor's Executive Order N-26-20.

The foregoing Resolution was introduced by Board Member Poncia, seconded by Board Member Regan, and carried this 14 day of April, 2020, by the following two-thirds roll call vote:

AYES: 5  
NOES: 0  
ABSENT: 0

**WHEREUPON**, the Chair declared the Resolution passed and adopted and, **SO ORDERED**.

DUNHAM SCHOOL DISTRICT  
GOVERNING BOARD

  
CHAIR

ATTEST:

  
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Clerk, Dunham School District Governing Board