

Dixon Unified School District  
Special Meeting of the Governing Board

March 5, 2014

3:00 p.m. – Dixon High School Career Center, 555 College Drive, Dixon, CA 95620

**AGENDA**

GENERAL INFORMATION

The Dixon USD Governing Board meets on the Second and Fourth Thursday of each month at 7:00 p.m., in the Dixon City Council Chambers located at 600 East A Street unless **otherwise noted above**. (Other meetings may be scheduled as necessary.)

The agenda is divided into four main sections:

- **CONSENT CALENDAR** – These matters typically include routine financial or administrative actions. Any item on the consent calendar may be pulled by the board or a member of the public to be discussed separately upon request. Consent items are usually approved with a single motion.
- **INFORMATION ITEMS** – These items are for information only and do not require any action by the Board. They are written unless otherwise noted on the agenda, e.g., oral.
- **DISCUSSION ITEMS** – This section is usually reserved for the First Reading of policies or Revised Policies. Other topics may also be discussed.
- **ACTION ITEMS** – These include significant policy, administrative, and financial matters, are classified by department, and will usually be acted upon individually.

An opportunity is provided for members of the public to speak on any item on the agenda at the time that item is addressed. In addition, there is a time for the public to speak on items that are not on the agenda. Speakers are allowed five minutes and are asked to complete a public comment form prior to the start of the meeting. (See Board agenda item, PUBLIC COMMENT.)

**District Mission**

We believe all students can learn. Therefore, it is our collective responsibility to ensure that all students do learn, grow, and succeed.

**Focus Areas for 2012-2013 include;**

1. Increase Student Learning
2. Improving the Learning Environment
3. Increasing Parental Involvement
4. Managing our Resources Effectively
5. Building Confidence in District Leadership

**Governing Board**

**Guy Garcia, President**

ggarcia@dixonusd.org

**Caitlin O'Halloran, Vice President**

caitlin.ohalloran@dixonusd.org

**John Gabby, Clerk**

john.gabby@dixonusd.org

**Joe DiPaola, Member**

jdipaola@dixonusd.org

**Andrew Bloom, Member**

andrew.bloom@dixonusd.org

**Brian Dolan, Superintendent**

Secretary to the Board

bdolan@dixonusd.org

**Schools**

Anderson Elementary School

(707) 693-6360

Tremont Elementary School

(707) 693-6320

Gretchen Higgins Elementary

(707) 678-6271

CA Jacobs Intermediate

(707) 693-6350

Dixon High School

(707) 693-6330

Maine Prairie High School

Continuation

(707) 693-6340

Community Day School

(707) 693-6340

www.dixonusd.org

I. SPECIAL MEETING – 3:00 P.M.

A. Pledge of Allegiance

B. Roll Call

1. Guy Garcia, President
2. Caitlin O'Halloran, Vice President
3. John Gabby, Clerk
4. Joe DiPaola, Member
5. Andrew Bloom, Member
6. Austen Thompson, Student Representative

II. NOTICE TO PUBLIC

Persons wishing to speak to agenda items may present their written request at this time. While the written request is optional, those making a written request will be recognized first. Persons wishing to introduce a subject not on the agenda may also present their request at this time. The Board President will recognize you for the discussion at the appropriate time. Non-scheduled agenda items will be introduced under Section IX on the agenda. Speakers will be allowed five minutes per topic.

III. INFORMATION, DISCUSSION, ACTION

A. Brian Dolan, Superintendent

1. Resolution #14-1521 of the Dixon Unified School District Board of Trustees Relative to the Reduction or Elimination of Particular Kinds of Certificated Services Resolution

IV. GOVERNING BOARD WORKSHOP:

Members of the Board and Superintendent Dolan will engage in a workshop related to governance practices and procedures. The workshop will be facilitated by Babs Kavanaugh.

V. COMING EVENTS

- A. March 6 – LCAP Advisory Committee Meeting
- B. March 13 – Board Meeting

VI. ADJOURNMENT

Board of Education  
Dixon Unified School District

Subject: Resolution #14-1521 of the Dixon Unified School District Board of Trustees Relative to the Reduction or Elimination of Particular Kinds of Certificated Services

Meeting Date: March 5, 2014

Item #: **III – A.1**

Agenda Item Submitted For:

- Consent
- Public Hearing
- Action, Information, Discussion
- Action
  - Resolution
- Information
- Discussion

SUBMITTED BY: Brian Dolan, Superintendent

PRESENTED BY: Brian Dolan, Superintendent

---

**Management Recommendation:**

Approve the Resolution regarding the Elimination of Particular Kinds of Certificated Services.

---

**Discussion:**

The necessity to develop the Local Control Accountability Plan (LCAP) and determine the specific services that will be required in 2014-15, as well as an anticipated decline in enrollment of students necessitates the reduction of certificated staff. The resolution specifies the particular kinds of services that will be reduced and will be used in conjunction with the Certificated Seniority List to identify those employees who will receive a preliminary notice that their services will not be needed next year. Notices to the affected employees will begin to be made on March 6, 2014 if the resolution is adopted and will be completed by March 15, 2014.

---

**Financial Impact:**

This resolution will provide the District with the ability to plan to reduce certificated staff to necessary staffing levels, provide us with the flexibility to implement whatever funding model the State adopts, and allow the District to address projected deficit spending in 2014-15.

---

**District Goal this item addresses:**

- Increasing Student Learning
- Improving the Learning Environment
- Increasing Parental Involvement
- Managing our Resources Effectively
- Building Confidence in District Leadership

**BOARD OF TRUSTEES OF THE  
DIXON UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 14-1521**

**RESOLUTION OF THE DIXON UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES RELATIVE TO THE REDUCTION OR ELIMINATION OF  
PARTICULAR KINDS OF CERTIFICATED SERVICES**

**WHEREAS**, the Superintendent has recommended to the Board of Trustees of the Dixon Unified School District (“District”) that it shall be necessary to reduce or eliminate the particular kinds of services of the District described below not later than the beginning of the 2014-15 school year; and

**WHEREAS**, Education Code sections 44949 and 44955 require action by the Board of Trustees to reduce or eliminate particular kinds of services of the District not later than the beginning of the next school year; and

**WHEREAS**, the Board of Trustees has determined it shall be necessary and in the best interest of the District to reduce or eliminate the particular kinds of services described below and to decrease a corresponding number of certificated employees in the District not later than the beginning of the 2014-15 school year; and

**WHEREAS**, the Board of Trustees is required by law to give written notice to all certificated employees to be laid off as a result of a decision to reduce or eliminate particular kinds of certificated services prior to March 15; and

**WHEREAS**, the Board of Trustees has considered all positively assured attrition, including deaths, resignations, retirements and other permanent vacancies, for 2014-15 which has occurred to date in determining the needed services to be reduced or eliminated; and

**WHEREAS**, the Board of Trustees is authorized by the Education Code section 44955 to establish criteria based upon the needs of the District and the students thereof for determining the order of termination as between certificated employees who first rendered paid service to the District on the same date; and

**WHEREAS**, Education Code section 44955 provides that the services of no permanent employee may be terminated while any probationary or any other employee with less seniority is retained to render a service which the permanent employee is certificated and competent to render; and

**WHEREAS**, the Board of Trustees is authorized by Education Code section 44955 to deviate from terminating certificated employees in order of seniority where the District demonstrates a specific need for personnel to teach a specific course or courses of study; and

**WHEREAS**, the Board of Trustees is required by the No Child Left Behind Act of 2001 (“NCLB”) to take steps to ensure that all elementary, middle school and high school teachers

who have been assigned to teach core academic subjects have met NCLB requirements as “highly qualified” since the beginning of the 2006-07 school year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Dixon Unified School District:

1. That all of the foregoing recitals are true and correct.
2. That the particular kinds of certificated services shall be reduced or eliminated not later than the beginning of the 2014-15 school year as follows:

**A. Elementary Teaching Services: (4 FTE)**

- |    |                              |         |
|----|------------------------------|---------|
| 1. | Grade K-6 Classroom Teachers | 4.0 FTE |
|----|------------------------------|---------|

**B. Middle School Teaching Services (1.0 FTE)**

- |    |                       |         |
|----|-----------------------|---------|
| 1. | Physical Education    | 0.4 FTE |
| 2. | Mathematics           | 0.2 FTE |
| 3. | English/Language Arts | 0.4 FTE |

**C. High School Teaching Services ( 1.0 FTE)**

- |    |                    |        |
|----|--------------------|--------|
| 1. | Mathematics        | .2 FTE |
| 2. | Foreign Language   | .2 FTE |
| 3. | Physical Education | .2 FTE |
| 4. | English            | .2 FTE |
| 5. | Social Science     | .2 FTE |

**D. Certificated Support Services (6.81 FTE)**

- |    |  |          |
|----|--|----------|
| 1. | Teacher on Special Assignment (District-wide)            | .8 FTE   |
| 2. | EL Coordinator (Dixon High)                              | .2 FTE   |
| 3. | FOCAS Teacher (Dixon High)                               | .2 FTE   |
| 5. | Intervention Teachers                                    | 5.61 FTE |
|    | -Anderson 2 at 1.0 FTE each; Tremont 3 at .473 FTE each; |          |
|    | Gretchen Higgins 4 at .67, .6, .54 and .4 FTE each       |          |

**Total      12.81 FTE**

That as a result of the foregoing elimination or reduction of particular kinds of certificated services, it is necessary to terminate at the end of the 2013-14 school year the employment of a corresponding number of probationary and/or permanent certificated employees of the District.

3. That “competency” for the purposes of Education Code sections 44955, 44956 and 44957 shall be met based upon current possession of a preliminary or clear credential and

“highly qualified” status under NCLB for the subject matter, grade level or pupil personnel services to which the employee will be assigned at the beginning of the 2014-15 school year; and (2) the employee must have completed AVID certification training and have taught the specific course of AVID for at least one full year in the District or another public school within the past five (5) school years while classified as a probationary or permanent employee for assignment to an AVID course.

4. Any part-time certificated employee may not bump a greater percentage full-time equivalent position that he/she currently holds.

5. That as between employees who first rendered paid service on the same date, the order of termination and reemployment pursuant to Education Code sections 44955 and 44846 shall be based solely on the needs of the District and the students thereof, as determined by applying the point system described herein. This system shall be applied only where the implementation of layoffs or reemployment rights actually impacts two or more employees with the same first date of paid service and is applied only to those employees. In case of each tie, points shall be granted to each affected employee based upon all the following criteria. The points for each employee shall be totaled and the employees ranked from highest to lowest with the lowest being subject to layoff and next lowest being subject to layoff, etc. For reemployment, the employee with the highest total shall be reemployed first and so on. In the case that two or more employees remain tied by point total after totaling points for the listed criteria and the tie must be broken to determine a layoff, then the criteria providing for a lottery shall be invoked.

- a. Possession of a currently valid preliminary or clear California teaching credential – *one point*.
- b. Possession of more than one valid preliminary or clear California teaching credentials (excluding supplemental authorizations) – *one point for each additional credential*.
- c. Possession of a National Board Certification for teaching - *two points*.
- d. Possession of one or more language certifications (*e.g.*, LDS, CLAD, SB 1969, SB 395, BCC, BCLAD, Certificate of Completion of Staff Development) authorizing instruction to English Learners – *three points*.
- e. Possession of evidence of core academic subject competence in accordance with NCLB – *one point*.
- f. In any case where a tie results after calculating points for all the above criteria, a random drawing by lot will be conducted for each tie by the Superintendent or designee in the presence of an authorized representative of the Dixon Teachers Association.

6. That due to the specific need of the District to hire and retain only fully credentialed teachers and highly qualified teachers in core academic subject areas, the Superintendent and/or his designee is authorized to deviate from terminating certificated

employees in order of seniority only in instances where the less senior employee possesses a currently valid preliminary or clear California teaching credential and evidence of core academic subject competency in accordance with the NCLB and the more senior employee meets certification or licensing requirements solely on an emergency, temporary, or provisional basis, and/or does not possess evidence of core academic subject competency in accordance with the NCLB.

7. That certificated employees must have filed documents with the Human Resources Office by March 13, 2014 evidencing credentials, certifications, authorizations, advanced degrees or other requirements for purposes of challenging or correcting the certificated seniority list information provided to them by the District in order to be considered.

8. A certificated employee receiving a preliminary layoff notice prior to March 15, 2014 who may have bumping rights into an alternative education program (*e.g.*, continuation high school) and is willing to accept such assignment for the 2014-15 year shall provide written notice of such consent at the time of filing a request for layoff hearing. The District shall provide notice of such opportunity in the preliminary layoff notices.

9. That the Superintendent and/or his designee is directed to send appropriate notices to all employees to be affected by virtue of this action in accordance with the provisions of the California Education Code and to afford all such employees all rights to which they are entitled under law.

10. That the Superintendent and/or his designee is directed to make such assignments and reassignments in such manner that certificated employees are retained to render any service which their seniority and qualifications entitle them to render.

PASSED AND ADOPTED by the Board of Trustees of the Dixon Unified School District on March 5, 2014 by the following vote:

AYES:

NOES:

ABSENT:

**CERTIFICATION**

STATE OF CALIFORNIA            )  
  )  
COUNTY OF SOLANO            )        ss.

I certify the above is a true copy of a resolution adopted by the Board of Trustees of the Dixon Unified School District at a meeting held on March 5, 2014.

DATED:        March 5, 2014

BOARD OF TRUSTEES OF THE  
DIXON UNIFIED SCHOOL DISTRICT,  
COUNTY OF SOLANO, STATE OF CALIFORNIA

BY: \_\_\_\_\_  
      Brian Dolan  
      Superintendent