

# WOODLAND JOINT UNIFIED SCHOOL DISTRICT MINUTES OF THE REGULAR BOARD MEETING

# May 27, 2021

Consistent with the Shelter in Place orders from the Governor and Yolo County, this meeting was compliant with the Governor's Executive Order N-29-20, which allowed for a deviation of teleconference rules required by the Brown Act. In-person attendance was not permitted. The meeting was available for live stream viewing, and recordings are available at <a href="https://livestream.com/wjusd">https://livestream.com/wjusd</a> (click on the Board Meeting date).

#### Attendance Taken at 4:00 PM:

#### Present:

Deborah Bautista Zavala Morgan Childers Bibiana Garcia Kandice Richardson Fowler Noel Rodriguez Rogelio Villagrana Jake Whitaker

# A. CALL TO ORDER IN OPEN SESSION - 4:00 P.M.

#### Minutes:

The Board President called the meeting to order in Open Session at 4:00 p.m. via Zoom and the meeting was live streamed and recorded via Vimeo Livestream.

# **B. APPROVAL OF BOARD AGENDA - ACTION**

**Motion Passed:** Motion was made to approve the agenda. Passed with a motion by Morgan Childers and a second by Bibiana Garcia.

Yes Deborah Bautista Zavala

Yes Morgan Childers Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez Yes Rogelio Villagrana

#### Yes Jake Whitaker

C. PUBLIC COMMENT FOR ITEMS ON CLOSED SESSION AGENDA: Per Board Bylaw 9323, comments shall be limited to three minutes per person, and the Board shall limit the total time for public comment on each item to 20 minutes unless extended by a vote of the Board. If you wish to make a comment regarding Closed Session items, there are four (4) ways to do that: 1. Live Public Comments: Sign up by 4:00 pm on or before the day of the Board Meeting via Google Form (https://forms.gle/fFJja139nLYtsDex9) or in-person with the receptionist at the District Office. Individuals who sign up to share their public comments live at the meeting will be emailed a Zoom link and phone number between 4 and 5 pm to join the meeting via Zoom or phone. The Board President will call on individuals by name when it is their turn to speak. 2. Voicemail Public Comments: Public comments may also be submitted by voicemail by 4:00 pm on the Board Meeting date, at 530-406-5800, and they will be played during the meeting if time permits. Please indicate the item's number and title in your message. 3. Written Public Comments (email): Public comments may also be submitted via email by 4:00 pm on the Board Meeting date to public.comment@wjusd.org. Public comments submitted via email will be included in the meeting minutes, but will not be read during the meeting. 4. Written Public Comments (postal service): Public comments may also be submitted by mail postmarked on or before the Board Meeting date, at Attn: Public Comment, 435 6th Street, Woodland, CA 95695, and they will be included in the meeting minutes.

#### Minutes:

A voicemail comment was shared regarding the employment of the new Principal for Dingle Elementary School.

#### D. CLOSED SESSION AGENDA

- D.1. Public Employee Appointment/Employment, Pursuant to Government Code 54957:
  - D.1.a. Principal, Dingle Elementary School
  - D.1.b. Principal, Prairie Elementary School
  - D.1.c. Principal, Whitehead Elementary School
- D.2. Conference With Labor Negotiator, Leanee Medina Estrada: WEA and/or CSEA, Pursuant to Govt. Code 54957.6
- D.3. Public Employee: Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

# D.4. Public Employee Appointment/Employment, Pursuant to Government Code 54957:

### D.4.a. Superintendent

#### Minutes:

The Board recessed at 4:04 p.m. and reconvened in Closed Session at 4:04 p.m. Closed Session ended at 6:16 p.m.

#### E. RECONVENE IN OPEN SESSION - 6:00 P.M.

#### Minutes:

The Board President reconvened the meeting in Open Session at 6:30 p.m. The Board President announced that the meeting is being held in honor of Ann Abell, Transitional Kindergarten Teacher at Whitehead Elementary School and WJUSD employee of 14 years, who passed away recently.

# E.1. Pledge of Allegiance

#### Minutes:

Trustee Rogelio Villagrana led the Pledge of Allegiance.

# E.2. Announcement of any action taken in Closed Session or items to be approved in Open Session that were reviewed in Closed Session

#### Minutes:

The Board President announced that action was taken in Closed Session to approve the appointment of the Associate Superintendent of Educational Services Elodia Ortega-Lampkin to serve as Interim Superintendent from 10/2/21 to 6/30/21. Passed with a motion by Rogelio Villagrana and a second by Bibiana Garcia. The vote was as follows:

- Yes Deborah Bautista Zavala
- Yes Morgan Childers
- Yes Bibiana Garcia
- Yes Kandice Richardson Fowler
- Yes Noel Rodriguez
- Yes Rogelio Villagrana
- Yes Jake Whitaker

The Board President also announced that action was taken in Closed Session to direct the Superintendent to prepare a Request for Proposals to solicit the services of a Superintendent search firm to conduct a competitive hiring process to fill the Superintendent vacancy. Passed with a motion by Jake Whitaker and a second by Rogelio Villagrana. The vote was as follows:

- Yes Deborah Bautista Zavala
- Yes Morgan Childers
- Yes Bibiana Garcia
- Yes Kandice Richardson Fowler
- Yes Noel Rodriguez
- Yes Rogelio Villagrana
- Yes Jake Whitaker

The Board President shared that the Board is committed to a competitive hiring process that will bring forth the best candidate to serve as the next Superintendent for the Woodland Joint Unified School District.

# E.3. BOARD ACTION - Approve the Appointment/Employment of the Following Positions:

# E.3.a. Principal, Dingle Elementary School

#### **Public Comment:**

Vicki Keith addressed the Board regarding the Principal position at Dingle Elementary School.

**Motion Passed:** Motion was made to approve the Employment of Laura Valencia as the Principal of Dingle Elementary School. Passed with a motion by Rogelio Villagrana and a second by Kandice Richardson Fowler.

- Yes Deborah Bautista Zavala
- Yes Morgan Childers
- Yes Bibiana Garcia
- Yes Kandice Richardson Fowler
- Yes Noel Rodriguez
- Yes Rogelio Villagrana
- Yes Jake Whitaker

# E.3.b. Principal, Prairie Elementary School

**Motion Passed:** Motion was made to approve the Employment of Kelly Schevenin as the Principal of Prairie Elementary School. Passed with a motion by Kandice Richardson Fowler and a second by Rogelio Villagrana.

- Yes Deborah Bautista Zavala
- Yes Morgan Childers
- Yes Bibiana Garcia
- Yes Kandice Richardson Fowler
- Yes Noel Rodriguez
- Yes Rogelio Villagrana
- Yes Jake Whitaker

# E.3.c. Principal, Whitehead Elementary School

**Motion Passed:** Motion was made to approve the Employment of Nicole Grant as the Principal of Whitehead Elementary School. Passed with a motion by Morgan Childers and a second by Rogelio Villagrana.

Yes Deborah Bautista Zavala

Yes Morgan Childers Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez
Yes Rogelio Villagrana
Yes Jake Whitaker

# F. PUBLIC COMMENT FOR SECTIONS G. CONSENT AGENDA AND H. COMMUNITY ENGAGEMENT

### Minutes:

There were no public comments for sections G. Consent Agenda and H. Community Engagement.

#### G. CONSENT AGENDA

**Motion Passed:** Motion was made to approve the Consent Agenda. Passed with a motion by Rogelio Villagrana and a second by Jake Whitaker.

Yes Deborah Bautista Zavala

Yes Morgan Childers Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez
Yes Rogelio Villagrana
Yes Jake Whitaker

#### **G.1.** Business Services

G.1.a. Approve Purchases of Items/Services in Excess of \$15,000: List 18-21

#### G.2. Educational Services

G.2.a. Approve the Consolidated Application Reporting System (CARS) for the 2021-2022 School Year

G.2.b. Approve Pioneer High School and Woodland High School Agricultural Career Technical Education Incentive Grant Applications for 2021-2022

- G.2.c. Approve the 2021-2022 California Partnership Academies Grant
- G.2.d. Approve the Strengthening Career Technical Education for the 21st Century Grant Application for 2021-2022
- G.2.e. Approve the 2021-2022 Adult Education School Year Calendar

#### G.3. Human Resources

- G.3.a. Approve Certificated Personnel Report, 21-17
- G.3.b. Approve Classified Personnel Report, 21-17

# **G.4. Superintendent's Office**

# **G.4.a.** Approve Board Meeting Minutes:

G.4.a.I. May 13, 2021 - Regular Board Meeting

G.4.b. Action: Approve Resolution 25-21: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month - June 2021

# H. COMMUNITY ENGAGEMENT

### H.1. Recognition: Measure Y Committee

# Minutes:

Trustee Deborah Bautista Zavala recognized the Measure Y Committee members and everyone that assisted with the bond measure.

# H.2. Presentation: Resolution 25-21: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month - June 2021

#### Minutes:

Trustee Kandice Richardson Fowler presented Resolution 25-21 in honor of Mikayla Miller, a member of the LGBTQIA community that passed away recently.

# H.3. Action: Approve Gifts to the District

**Motion Passed:** Motion was made to approve the Gifts to the District. Passed with a motion by Jake Whitaker and a second by Rogelio Villagrana.

Yes Deborah Bautista Zavala

Yes Morgan Childers Yes Bibiana Garcia Yes Kandice Richardson Fowler

Yes Noel Rodriguez
Yes Rogelio Villagrana
Yes Jake Whitaker

I. PUBLIC COMMENT TO THE BOARD: Per Board Bylaw 9323, comments shall be limited to three minutes per person, and the Board shall limit the total time for public comment on each item to 20 minutes unless extended by a vote of the Board. If you wish to make a comment during general public comment or on a specific agenda item, there are four (4) ways to do that: 1. Live Public Comments: Sign up by 4:00 pm on or before the day of the Board Meeting via Google Form (https://forms.gle/fFJja139nLYtsDex9) or in-person with the receptionist at the District Office. Individuals who sign up to share their public comments live at the meeting will be emailed a Zoom link and phone number between 4 and 5 pm to join the meeting via Zoom or phone. The Board President will call on individuals by name when it is their turn to speak. 2. Voicemail Public Comments: Public comments may also be submitted by voicemail by 4:00 pm on the Board Meeting date, at 530-406-5800, and they will be played during the meeting if time permits. If you wish to leave a comment regarding a specific agenda item, please indicate the item's number and title in your message. 3. Written Public Comments (email): Public comments may also be submitted via email by 4:00 pm on the Board Meeting date to public.comment@wjusd.org. Public comments submitted via email will be included in the meeting minutes, but will not be read during the meeting. 4. Written Public Comments (postal service): Public comments may also be submitted by mail postmarked on or before the Board Meeting date, at Attn: Public Comment, 435 6th Street, Woodland, CA 95695, and they will be included in the meeting minutes.

#### Minutes:

Please see the attached public comments submitted via email.

#### J. REPORTS

### J.1. Report from Student Board Members

#### Minutes:

Woodland High School Student Board Member Hannah Fettig shared information about Woodland HS events.

Cache Creek High School Student Board Member Kayla Calderon shared information about Cache Creek HS events.

Pioneer High School Student Board Member Brynn Webb shared information about Pioneer HS events.

# J.2. Superintendent's Report

# J.2.a. Information: Check-in from the Previous Regular Board Meeting

Minutes:

Superintendent Pritchard provided brief updates to the Board of Trustees on actions taken since the last Regular Board Meeting.

# J.3. Report from Woodland Education Association (WEA)

Minutes:

WEA President Jen Drewek shared information regarding WEA activities.

# J.4. Report from California School Employees Association (CSEA)

Minutes:

CSEA Vice President Brandi Bolden shared information regarding CSEA activities.

# J.5. Report from Board Members

Minutes:

Trustees Rodriguez, Richardson Fowler, Garcia, Bautista Zavala, and Whitaker shared information regarding activities that they have participated in since the last Regular Board Meeting.

### J.6. Information: Board Committee Updates

Minutes:

This item was tabled.

# K. TEACHING AND LEARNING

# K.1. Information: Local Control and Accountability Plan (LCAP) 2020-21 Annual Update

Minutes:

The Information item "Local Control and Accountability Plan (LCAP) 2020-21 Annual Update" was presented in a PowerPoint presentation by Executive Director of Teaching and Learning Christina Lambie.

# K.2. Action: Approve the Expanded Learning Opportunity Grant Plan

**Motion Passed:** Motion was made to approve the Expanded Learning Opportunity Grant Plan. Passed with a motion by Rogelio Villagrana and a second by Deborah Bautista Zavala.

Yes Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez
Yes Rogelio Villagrana
Yes Jake Whitaker

# K.3. Information/Action: Approve the Secondary School Plans for Student Achievement for the 2021-2022 Academic Year

**Motion Passed:** Motion was made to approve the Secondary School Plans for Student Achievement for the 2021-2022 Academic Year. Passed with a motion by Deborah Bautista Zavala and a second by Rogelio Villagrana.

Yes Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez Yes Rogelio Villagrana

Yes Jake Whitaker

# K.4. Information/Action: Approve Cooperative Agreement Between the Regents of the University of California on Behalf of the PUENTE Project and Woodland Joint Unified School District

**Motion Passed:** Motion was made to approve the Cooperative Agreement Between the Regents of the University of California on Behalf of the PUENTE Project and Woodland Joint Unified School District. Passed with a motion by Rogelio Villagrana and a second by Morgan Childers.

Yes Deborah Bautista Zavala

Yes Morgan Childers Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez
Yes Rogelio Villagrana

Yes Jake Whitaker

#### L. GOVERNANCE SUPPORT

# L.1. Information: Board Agreement Check-in

Minutes:

The Board discussed their Board Agreements.

#### L.2. Information: Discussion of Board Self-Evaluation

#### Minutes:

The Board agreed to purchase an online Board Self-Evaluation tool from the California School Boards Association.

# L.3. Information/Action: Agenda Planning Consideration: Possibly Add a Special Board Meeting for a Board Retreat/Study Session on Saturday, July 17th, 9 am-4 pm

#### Minutes:

No Action was taken on this item.

# L.4. Information/Action: Agenda Planning Consideration: Eliminate June 17th Special Board Meeting, July 8th Regular Board Meeting, and July 15 Special Board Meeting

**Motion Passed:** Motion was made to eliminate the June 17th Special Board Meeting, July 8th Regular Board Meeting, and July 15 Special Board Meeting. Passed with a motion by Morgan Childers and a second by Kandice Richardson Fowler.

Abstain Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez

Yes Rogelio Villagrana

Yes Jake Whitaker

# L.5. Information/Action: Discussion About Returning to In-person Board Meetings

**Motion Passed:** Motion was made to approve Returning to In-person Board Meetings effective June 24, 2021, with face masks required, socially distanced seating with overflow capacity, and public attendance permitted. Passed with a motion by Rogelio Villagrana and a second by Kandice Richardson Fowler.

Yes Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez

Yes Rogelio Villagrana

Yes Jake Whitaker

# L.6. Information: Presentation on Redistricting

# L.6.a. Information/Action: Discussion of WJUSD Redistricting Process

#### Minutes:

The Information/Action item "Discussion of WJUSD Redistricting Process" was presented in a PowerPoint presentation by Larry Ferchaw, Executive Director of Cooperative Strategies.

The Board recessed the meeting at 8:31 p.m. and resumed the meeting at 8:41 p.m.

# L.6.b. Information/Action: Reduction in Trustee Areas from 7 Members to 5 Members

#### Minutes:

No Action was taken on this item.

The Board recessed the meeting at 9:45 p.m. and resumed the meeting at 9:48 p.m.

# L.7. Information: Discuss the Need for a Parent Advisory Committee and Staff Advisory Committee

#### Minutes:

The Information item "Discuss the Need for a Parent Advisory Committee and Staff Advisory Committee" was presented by Superintendent Tom Pritchard.

#### M. FACILITIES AND FINANCE

# M.1. Action: Approve Bond Oversight Committee Members

#### Minutes:

This item was tabled.

# M.2. Action: Learning Loss Mitigation Expenditure Plan

**Motion Passed:** Motion was made to approve the Learning Loss Mitigation Expenditure Plan. Passed with a motion by Rogelio Villagrana and a second by Morgan Childers.

Yes Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez

Yes Rogelio Villagrana

Yes Jake Whitaker

# M.3. Information: Average Daily Attendance (ADA) and Enrollment Report for the 2020-21 School Year (Written Report)

#### Minutes:

The Information item "Average Daily Attendance (ADA) and Enrollment Report for the 2020-21 School Year" was presented as a written report.

# M.4. Information: Financial Status Report Including Cash Flow Report (Written Report)

#### Minutes:

The Information item "Financial Status Report Including Cash Flow Report" was presented as a written report.

# M.5. Action: Approve Resolution 62-21: Revision to the 2020-21 Budget

**Motion Passed:** Motion was made to approve Resolution 62-21: Revision to the 2020-21 Budget. Passed with a motion by Jake Whitaker and a second by Rogelio Villagrana.

Yes Deborah Bautista Zavala

Yes Morgan Childers

Yes Bibiana Garcia

Yes Kandice Richardson Fowler

Yes Noel Rodriguez

Yes Rogelio Villagrana

Yes Jake Whitaker

# N. INFORMATION: TRUSTEE REQUESTS FOR FUTURE AGENDA ITEMS

#### Minutes:

Trustee Deborah Bautista Zavala requested a feasibility study for students to keep their laptops over the summer.

Trustee Rogelio Villagrana requested the exploration of the district's ability to reduce the use of paper and move toward becoming paperless.

# O. INFORMATION: CLOSING COMMENTS

#### Minutes:

Trustee Rogelio Villagrana thanked board members for their dialogue and perspectives.

Trustee Deborah Bautista Zavala agreed and added that they had constructive conversations.

P. DATE AND TIME OF NEXT SCHEDULED REGULAR BOARD MEETING: June 3, 2021 - Closed Session at 5:00 p.m. and 6:00 p.m. for Open Session.

Minutes: The Board President adjourned the meeting at 10:33 p.m.  BOARD CLERK  BOARD PRESIDENT
BOARD CLERK BOARD PRESIDENT
BOARD CLERK BOARD PRESIDENT

# REGULAR BOARD MEETING May 27, 2021 Public Comments

Hello,

As a 20 year teacher, we have never been faced with such a challenge. We have overcome and prevailed. Teachers, including myself have worked weekends...all...weekend...long, and late, late nights well into the morning to make sure students and families know we are there for them. We taught them, we are teaching them. We are tired but we keep going. A pay increase and a stipend are just one small way to show how much we are actually appreciated. We keep hearing we are appreciated but no bonus has been given. We have used our internet and upgraded on our own dime. I can't get those hours of my life back, but you can help teachers feel like the work we have done does not go unnoticed. Please help with a stipend and much deserved/needed pay increase.

Thank you,

Hard working, dedicated PE teacher

Dear Board of Trustees and District staff:

This is an important moment for Dingle Elementary school. As you consider the next Panther Principal, please remember what parents at Dingle are hoping for:

- A leader who believes our students can learn at grade level. Not for one year, but for all seven years they're at our school.
- A motivator who is invested in teacher success and ready to have the tough conversations when teachers aren't performing.
- A bilingual planner who is willing to do what it takes to help the Dual Immersion program thrive and grow.

With hope, Sarah

Trustees and superintendent Pritchard,

We have worked many hours over the last 14 months. Hours during a pandemic that stunned our country, state, and city.

Many of us lost our second jobs due to COVID layoffs. Most of us are living paycheck to paycheck. This shouldn't be.

As minimum wage has gone up some of our jobs have not had the same benefit in a percentage increase. We are now closer to the minimum than we were 5 years ago.

We have six pay ranges that start at \$14.37. Starting January 1, 2022 minimum wage will go up to \$15.00 an hour. We need our pay scale fixed and a reflection of that now.

You wonder why the district is having a hard time finding employees. Stores and fast food restaurants are starting their pay at \$16 - \$18 an hour. These same places offer benefits to part time employees. The district must have more competitive wages and benefits if they want to be able to employ community members.

Stop looking for outside vendors and support your community members. Give us a living wage.

Trustees and superintendent,

Once again looking to spend \$120,000 on Paper Tutoring is mind boggling. Why are not offering extra hours of tutoring from our qualified staff. When it comes time to finalize the spending proposal please line this item out and have the funds go to school sites for dispersing to staff that are will to tutor after hours.

WJUSD staff

Dear Board of Trustees and District Staff:

I'm writing to thank you for your continued work in searching for a new Principal for Dingle School, and to request that high priority be given to selecting a person who is fluent in both Spanish and English and supportive of dual-immersion learning.

Dingle's dual-immersion track has been excellent for my two children and others in our neighborhood. I want to be sure whoever gets the job is enthusiastic about continued support for that program.

Thank you.

Nathaniel Williams

Dear Board of Trustees,

Dingle and the WJUSD have let too many children fall behind academically, continuing a cycle of harm to the children, their families, and our community.

All Dingle students deserve to achieve grade level standards in all grades and all staff deserve the support they need to deliver on that expectation. Other schools like Dingle in the USA are doing it, there is a formula, and we learned it.

One key in the formula is the principal. The principal needs to:

- spend most of their time coaching teachers and building student and staff culture
- be an instructional leader, they MUST know and love the craft of high-effect teaching
- NOT be an operations manager; assign those duties elsewhere.
- believe our students can learn at grade level
- believe our teachers can be masters in the craft of teaching
- remove roadblock teachers quickly
- be bilingual
- support dual immersion to its fullest

Learn more about the 5 keys formula for improving a low-income school's academics:

https://sites.google.com/view/dingleptashared/home/five-keys

Your decision affects hundreds of lives and families in the years to come. Your decision will put Dingle children on the path of poverty or security.

Choose Wisely,

Beja and Evan (7 year old Dingle student)

Dear Board of Trustees and District staff:

I am a kindergarten parent of a Dingle student, and I am proud to announce loud and clear: Dingle Parents have a 'fire in our belly' burning HOT to make Dingle a better school. We have parents on board; focused on raising the bar of our children and their peer's academic performance and experience at our neighborhood elementary school. We are using books and research to formulate our plan, and we will begin executing the necessary tasks in fall. For a new principal, We need a LEADER who can join us in committing to achieving our goals. We need a strong personality and commitment, someone who is ready to make changes and demand better. Please do us the greatest favor and pick a candidate that can share the passion we have.

This is an important moment for Dingle Elementary school. I believe that strong leaders make successful schools and I want Dingle to be successful. Not just for me and my child(ren), but for Woodland.

As you consider the next Panther Principal, please remember what parents invested in academic achievement at Dingle are hoping for:

- A leader who believes our students can learn at grade level. Not for one year, but for all seven years they're at our school.
- A motivator who is invested in teacher success and ready to have the tough conversations when teachers aren't performing.
- A bilingual planner who is willing to do what it takes to help the Dual Immersion program thrive and grow.

Sincerely, Emily Murphey

Dear board of trustees and superintendent Pritchard,

Lets do a little math together while I talk you through a story. A nutrition assistant working for 7 years in our district is paid \$16.62 an hour. They work 5.5 hours a day. If you have not done the math in your head that's \$91.41 a day. If they work 182 days a year, that amounts to 16,636.62 a year before taxes and benefits. Thankfully the district does pay for some of our benefits, but this leaves us to pay between \$37 -175 depending on their chose of providers. We are going with the lowest amount total of \$444 a year paid out. Now take out taxes. If 15% of their income goes to taxes, that leaves them with \$13,763. Average rent in Woodland \$1,288 which equals \$15,456. I dare say we can stop at this point. I think that you can figure the rest out if your teacher or paraprofessionals taught you anything in school.