

RAVENSWOOD CITY SCHOOL DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MEETING

Board Meeting Room
2120 Euclid Avenue
East Palo Alto, CA 94303

Board Members:

Tamara Sobomehin, President
Stephanie Fitch, Vice President
Marielena Gaona-Mendoza, Clerk
Ana Maria Pulido, Member
Sharifa Wilson, Member

Draft MINUTES September 26, 2019

1. **CALL TO ORDER/ROLL CALL.**

President Sobomehin called the meeting to order at 6:31 p.m. Trustees Sobomehin, Fitch, Gaona Mendoza and Pulido were present. President Sobomehin reported that Trustee Wilson was going to attend the Meeting via teleconference from Philadelphia but she called to inform her that she is not feeling well. Therefore, she will not attend this Meeting.

2. **APPROVAL OF AGENDA.**

MSC (Fitch/Pulido) to approve the agenda with the following changes: Request from Trustee Fitch and Lara Burenin, Director of Curriculum to pull Item 7.N from the Consent Agenda and place it in the regular order of business. Request from Ms. Lara Burenin, Director of Curriculum, to pull Item 7.O from the Consent Agenda and place it in the regular order of business for a small change. Motion carried unanimously (4-0)

The Board adjourned into Closed Session at 6:32 p.m. Open Session reconvened at 7:40 p.m.

3/4. **REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1**

President Sobomehin welcomed everyone in the audience, reported the changes to the Agenda and noted that Trustee Wilson was absent due to illness.

3. **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956:**

President Sobomehin reported that for Item 3.A Conference with Legal Counsel, the Board rejected a Government Claim that was submitted by a vote of 4-0.

- A. **CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (Gov. Code section 54956.9(d)(2) Significant exposure to litigation – One case**

President Sobomehin stated that the Board received a report on Item 3.B.

- B. **CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (Gov. Code section 54956.9(d)(2)– One case**

5. **APPROVAL OF MINUTES**

- A. MSC (Gaona Mendoza/Fitch) to approve the Minutes for August 8, 2019 Regular Board Meeting with minor changes. Motion carried unanimously (4-0).
- B. Consideration to approve the Minutes for August 22, 2019 Regular Board Meeting. **Trustee Pulido requested to table this item for input. It will come back at the next Board Meeting for approval.**

6. FROM THE FLOOR.

- A. Ms. Julia Douglas, Community Member and Grandmother of a student at the Ravenswood Middle School (RMS) indicated that for the last two years the RMS was great, but now there is no band and teachers do not know how to teach a class. She asked the Board to make sure to address these issues so her granddaughter can succeed in High School. She also addressed the Board regarding the need of housing for teachers.
- B. Ms. Opal Okikiade, Community Member since 1959, former RCSD student, mother of former RCSD students and former RCSD staff member, told the Board that with Ms. Sudaria as the leader, she likes what she sees now, especially Facebook listening to people and the energy that she can feel now. She stated that when you have someone who comes from the bottom and works all the way up, and knows where to fix things, they do not need to do a search. She said that with Ms. Sudaria, it is very good to see positive things about the RCSD in the paper, Facebook and from hearing people talking about it.
- C. Dr. Ramsey Khasho, Chief Clinical Officer at the Children's Health Council, informed the Board that they have been working with the Ravenswood City School District and the community for over five years. Their work is focused on providing consultation, trainings, workshops and support to parents, teachers, staff, and community about Youth Mental Health - Social Emotional Learning which is critical to all of the children in the community. He told the Board that last year has been a pivotal year of deeper impact and growth in their relationship with the RCSD under Gina Sudaria's leadership. They hope to continue to work with Ms. Sudaria and her staff to provide support to our students and families for many years to come.

The following Items were pulled from the Consent Agenda and placed in the regular order of business for discussion: Items 7.N and 7.O.

- 7.N Trustee Fitch recused herself from this Item. Ms. Lara Burenin indicated that she pulled this item from the Consent Agenda to make two small changes. They were able to identify a fifth teacher and would like to change the number of teachers from four to five and the dates are October 24, and October 25. The cost for the two days for five teachers would be \$2,000.00.
MSC (Sobomehin/Gaona Mendoza) to approve RMS staff to attend the Summit Fall Convening. Motion carried 3-0. Trustee Fitch recused herself from this Item.
- 7.O Consideration to approve School Library Services Contract with SMCOE. Ms. Lara Burenin indicated that she pulled this item from the Consent Agenda because the previous contract with the County stated our student number as 3,436 students at the rate of \$3.25 per student, the cost would be \$11,167.00. However, that student number was counting both District and Charter students, so she asked them to amend that number. The correct number of District students is 2,391 students at \$3.25 per student comes to \$7,770.75. She noted that the Board received the updated contract in their packet.
MSC (Fitch/Gaona Mendoza) to approve the updated School Library Services Contract with SMCOE. Motion carried unanimously 4-0.
- 7.A Mr. Jorge Prado stated that it was important that he inform the Board that for the second time, he applied for the Administrative Assistant position. He indicated that he submitted two packets about his experience and all the work he has done in the District. He informed the Board that at his last interview on September 11, he noticed that there was no Union representation and that one of the panelists is related to the selected candidate for that position. He does not want to see this favoritism in Ravenswood anymore. He said that the District violated his rights because he has the experience and qualifications for that position. However, the HR Director told him that they did not consider him for this position. He does not know the reason why he was not selected and he does not know what else to do. He recommended that the Board investigate this issue.

Trustee Gaona Mendoza stated that if the Board does not pull the item from the Consent Agenda, she will have to vote No to all the items.

Ms. Gina Sudaria asked the Board if they can pull the sub-item for that specific position under 7.A.

MSC (Gaona Mendoza/Sobomehin) to pull Item 7.A Consideration to Approve Personnel Recommendations from the Consent Agenda, table it and place it under Closed Session at the next Board Meeting. Motion carried unanimously (4-0).

7. **CONSENT AGENDA.** MSC (Pulido/Fitch) to approve the Consent Agenda as amended (Items 7.B through 7.M). Motion carried unanimously (4-0).

- B. Consideration to renew an Individual Service Agreement (ISA) for one student with Edgewood Center for Children and Families.
- C. Consideration to approve an agreement with Therapia to establish a bill rate for the candidates referenced in the contract: Nurse, Charmaine Lugartos.
- D. Consideration to approve MOU with FoodCorps
- E. Consideration to approve a bill rate for the following candidates with 360 Degree Customer Inc: Holly de la Fuente, Ignacio Ganir, Colleen McCluskey, Evelyn Nuflu
- F. Consideration to approve addendum to MOU with Ravenswood Family Health Center
- G. Consideration to Approve Change Orders #1-6 to the Contract with Development Group, Inc. for the Ravenswood Middle School IT Infrastructure Upgrade Project
- H. Consideration to approve an addendum with ZUM to establish a bill rate for transportation for a student with special needs.
- I. Consideration to approve the Lewis & Tibbits, Inc.: Los Robles-McNair – Site Fence and Improvement Project: Change Order #3 = \$ 43,413.00
- J. Consideration to approve Payments to Vendors, June 1 to 30, 2019; July 1 to 31, 2019; August 1 to 31, 2019
- K. Consideration to approve MOU with Nuestra Casa
- L. Consideration to approve an assignment addendum with Maxim to establish a bill rate for the candidates referenced in the contract: Noel Castoillo
- M. Consideration to approve Age of Sail Field Trip

8. **SUPERINTENDENT'S OFFICE**

A. Superintendent's Report.

Interim Superintendent Gina Sudaria shared with the Board the events that are taking place at the school sites through the lens of the Superintendent. She encouraged the Board to visit the schools and indicated that she will be happy to escort them on any site visits they would like to make. Ms. Sudaria provided a PowerPoint presentation that included: (1) Goals for the presentation. (2) Video clip of the 9 Superintendent Site Visits from September 13 to September 26. (3) Foundation of Trust between and among stakeholders: Improve instruction: Improve instruction with the right people in the right places, Provide holistic support for students and Fiscal Responsibility - All students are prepared for success in high school, college, career and life. (4) Instruction Partners and New Leaders: (a) Community of Practice, Outcomes and Video Clip: Saturday, September 14, 2019, Directors, Certificated and Classified Management, Principals, and Teacher Coaches participated in the training. (b) Intake and Context Building, (c) Walkthroughs at all the schools including pictures and Reports: 62 Classroom Observations: September 17, September 18 and September 19; Focus Groups, and Student Work Analysis. Ms. Sudaria acknowledged all the teachers who open up their classrooms for this work. She appreciates the culture they established from Central Office all the way down to the Sites lead by the Site Principals. (d) Pictures of Classroom Observations at all the schools and name of the teachers. (e) On-site and virtual leader support, (f) Overview of Debrief Deck (for a specific site). (g) Math Findings (from a specific site): Strengths and Opportunities for Improvement based on Observations. The teams made sure that the sites were able to focus on this work. Ms. Sudaria asked Ms. Lara Burenin to share the work they were doing last week. Ms. Burenin indicated that the Instructional Practice Guide (IPG) from Instruction Partners is based on the Instructional Core. The 3 Components that Instruction Partners put on their IPG are: Core Action 1 –Rigorous Content, Core Action 2 –Effective Teaching, and Core Action 3 –Engage Students. She noted that the purpose of the walkthroughs is for Instruction Partners to support our leaders to identify where are our strengths with those 3 components and next steps to improve instruction. (h) Overarching Takeaways. Ms. Sudaria indicated that after the walkthroughs, she along with all the principals and Ms. Burenin debriefed with one another and, without having the findings immediately in hand, they have their own takeaways. (i) Next Step: The Planning Piece. On October 11, the Team is going to work on the Plan. (j) Coaching Topics from October 1st to October 14: Close the loop on last coaching conversations; Re-visit SMART Goal and milestones; Practice observing classrooms together focused on the instructional core and analyzing student work. (k) Friday, October 18, Community of Practice Meeting where they will: Demonstrate effective coaching strategies; Develop coaching skills for principals or create a plan for strengthening coaching skills for principals and Develop strategies for building efficacy and managing the change process. (l) Holistic Support for Students: Work that has been happening: Art, Drama, Makerspace, P.E. and Music. She informed the Board and

Community that the District was able to hire a Music Teacher for the Middle School to be able to continue with the work that we had with Orchestra and Band. We also have a Director of Performing Arts, John Colleton, to help us align the Visual Performing Arts across the District from TK through 8th grade.

Ms. Sudaria introduced Melissa Brown, Art Teacher at Brentwood and C&I Lead, Amy Modrich, Art Teacher at Los Robles-Ronald McNair, and Britney Case, Music Teacher at Brentwood, who shared with the Board some work they teach to the students. They informed the Board that the students are very excited to come to their classes. Video Clip, Pinwheels for Piece: Art throughout the community; this was also shared at the Facebook Festival on Saturday. (m) School Based Mental Health Counseling at all the schools in October. Agencies that support the sites directly: Belle Haven: San Mateo County, Brentwood Academy: Star Vista, Costaño School, Los Robles-Ronald McNair, Ravenswood Middle School and Willow Oaks: CASSY. Recent Partnership with the Child Mind Institute that will provide Resilience Workshops for Students and Professional Development Series for Staff. Ms. Sudaria informed the Board that she participated in the partners meeting at the Ravenswood Middle School. All the partners who support students were there and discussed about how to support the students at the Tier II and Tier III level: CHC (Children's Health Council), 49ers Academy, BHAGAT (Behavioral Health Advisory Group Ambassador Team) and CASSY (Counseling and Support Services for Youth). (n) Second Harvest offers food to the community the second and fourth Saturday of every month at Costaño School as well as the first Saturday at Willow. She noted that members of the community volunteer to serve the community. (o) Washers and Dryers: Every school site has a washer and a dryer. She provided an example of the facilities at Brentwood and the Weekly Use at all the schools as of September 26, 2019.

(p) Fiscal Responsibility: She wanted to address Trustee Pulido's request to look at the budget and give an analysis. She indicated that the next Board Meeting will be October 10, and speaking with the new Controller and working with the Interim CBO, they discussed that on October 10, they will present to the Board the overall picture of the revenues, expenditures and ending balance for the current year 2019-2020, and to provide for the Board to consider several scenarios and the multi-year projections with a balanced budget and give directions to the Superintendent on how to meet those scenarios' needs depending on which is selected. Based on the directions given by the Board, the Team would present to the Board on October 24, ways to make those needs and to be able to determine if consolidation is one of the items on the list to make sure that we end with a balanced budget. Then, they will take steps on how to do that. (q) Williams Audit: Passed Williams audit for all four county-reviewed sites. (r) Information on the Strategic Planning --RCSD Website: <https://sites.google.com/a/ravenswoodschools.net/strategic-plan/> (s) Our first DAC/DELAC Meeting on October 3, 2019 (6:00PM – 7:30PM): Parent Nominations, Strategic Planning and Community Forum.

At the request of Trustee Gaona Mendoza, Ms. Sudaria indicated that she will make sure that the Board Members receive the Report on the Williams Audit.

9. BUSINESS DEPARTMENT

- A. MSC (Pulido/Fitch) to approve Resolution # 2019-20 -4 - Authorization of Personnel to Sign Orders on District Funds. Roll Call Vote: Trustees Sobomehin, Fitch, Gaona Mendoza, and Pulido, Yes. Motion carried unanimously (4-0).

10. HUMAN RESOURCES

- A. MSC (Fitch/Sobomehin) to Approve the Assignment of Nicholas Robert Fogel as a 6th Grade Math/Science Teacher at Ravenswood Middle School on the basis of a Provisional Internship Permit, effective August 15, 2019. Motion carried unanimously (4-0).

11. BOARD OF TRUSTEES

- A. MSC (Pulido/Fitch) to approve Resolution #2019/20 -2, Excused Absence for Trustee Wilson due to Illness. Roll Call Vote: Trustees Sobomehin, Fitch, Gaona Mendoza, and Pulido, Yes. Motion carried unanimously (4-0).
- B. MSC (Pulido/Fitch) to approve AR 5131.41: Use of Seclusion and Restraint. Motion carried unanimously (4-0).

- C. MSC (Pulido/Fitch) to approve Board Policy Revisions: AR 3320: Claims and Actions Against the District; AR 4117.7/4317.7: Employment Status Reports; BP 4119.24/4219.24/4319.24: Maintaining Appropriate Adult-Student Interactions; AR 4218: Dismissal/Suspension/Disciplinary Action; BP/AR 5136 Gangs; AR 6145.2: Athletic Competition; BB 9321: Closed Session; E(1) 9321: Closed Session; E(2) 9321: Closed Session; BB 9321.1: Closed Session Actions and Reports. Motion carried unanimously (4-0).
- D. Discussion and action regarding process and procedure for conducting a superintendent search. President Sobomehin indicated that per Board Policy 2120 Superintendent Search, the Board will discuss the scope of the search, parameters, and if we need to hire a search Firm. The following individuals addressed the Board in favor of Ms. Gina Sudaria as Permanent Superintendent of the Ravenswood City School District:
1. Mr. Steven Williams, Assistant Director at the 49er Academy.
 2. Mr. John Colleton, Director of Performing Arts.
 3. Ms. Opal Okikiade, Community Member since 1959, former RCSD student, mother of former RCSD students and former RCSD staff member.
 4. Ms. Avani Patel, Former Teacher and Administrator at Costaño School.
 5. Ms. Julia Douglas, Community Member and Grandmother of a student at the Ravenswood Middle School.
 6. Mr. Randy Jackson, Community/Staff Member and President of CSEA.
 7. Mr. Jose Ibarra, RCSD Teacher.
 8. Ms. Avani Patel, Perry Foundation Representative.

Trustee Pulido indicated that it is important that the Board do a search and agrees that through the process it will determine if the Interim Superintendent is the right candidate. She thinks that this is best practice and thinks that this is a critical role of the Board to do an internal and external search and she believes that experience and background are critical in Ravenswood. She believes that it is best practice to go through a process and make sure that whoever they hire is the best person available for the District. Trustee Pulido said that it would be irresponsible for them to do anything else.

President Sobomehin indicated that this has been difficult for her. She fully believes that the District has a Team ready to win and she does not want to waste resources when we have a good pull of people in Ravenswood who have been involved in the work, who have experience, the cultural context, and the heart and soul to work on behalf of everyone in the cities that Ravenswood serves. She prefers an internal search, but if they do not have an agreement on that, then she will go for a local search.

Trustee Fitch understands the reasons to do a search to ensure that the students have the best candidate possible, and she also believes in experience, but what RCSD needs is experience understanding our kids in East Palo Alto. She noted that there are communities similar to Ravenswood but there is an economic situation that is different. With the cities and technology surrounding us, we need someone who understands that. She believes that if they open this up externally, we are going to get people who think that they can afford to live here, get here and realize that they cannot and leave our students despite how qualified, passionate and committed they might be to helping students in our demographics. They need to consider a practical sense of it if they are not familiar with the area of East Palo Alto. It is going to be hard to find someone who commits to a long-term with our students, and what we need right now is consistency and long-term. We need someone who is a people's person and a community's person and a person who knows our students. She agrees with President Sobomehin that if they have to do a search, it has to be local.

Trustee Gaona Mendoza indicated that she always like to follow the policies. She also likes transparency, so she feels that they have to open the search. She is not saying that the Interim Superintendent is not a good candidate, it is because they need to follow the procedures because maybe there is a person who does not like the way they did it and can say that the Board did not follow the procedures. This is to protect them and because she thinks that it is in the best interest of the district to do a search.

Trustee Pulido agrees that it is always an asset to have someone who knows the District and knows the community and has an understanding of who we are. There are incredible people from this community who have gone out and furthered their careers, and they can bring back in addition to what they experienced here, what they are being able to gather from other experiences. They can come back to this community and reinvest themselves. We have great people that are here today and have great people who have been here before, and she wants to explore all people, not only in this community or who have worked in this community but also those who are interested in coming back and understand it. That is the reason she wants to do a search externally and internally.

After a discussion on this item, Trustee Fitch made the motion, seconded by President Sobomehin to do an internal search. Trustees Fitch and Sobomehin, Yes. Trustees Pulido and Gaona Mendoza, No. 2-2 Vote. Motion did not carry.

Trustee Pulido made the motion to do an external search for the Superintendent, seconded by Trustee Gaona Mendoza. Trustees Pulido and Gaona Mendoza, Yes. Trustees Fitch and Sobomehin, No. 2-2 Vote. Motion did not carry.

The Board tabled this item. It will be presented for action at the next Board Meeting when Trustee Wilson is also present.

- E. Subcommittee: Naming of Schools. Trustee Pulido stated that the Sub-Committee is moving forward. All Board Members submitted names of two individuals that they wanted to suggest for the Citizen's Advisory Committee. They sent them an e-mail to let them know what their role was and gave them options of different dates and times. They gathered information from their responses and were able to set two meeting dates. The first meeting will be held on Monday, at the District Office, and another one on the following Monday. A notice was sent out to everyone that was suggested. She hopes that all of them come to the meeting.
- F. Subcommittee: Facilities. Trustee Pulido indicated that they gave a report at the last meeting on the Facilities Meeting and they will meet again this Tuesday, so they will have a report at the following meeting. Interim Superintendent Sudaria noted that the Meeting has been rescheduled to October 8.
- G. Subcommittee: Curriculum & Instruction. Trustee Fitch stated that they have not found the time to meet. It is a little complicated right now. She will be out of town from October 6, to October 8, and from October 12 to October 25. Trustee Gaona Mendoza indicated that they will try to schedule a meeting before October 6 that includes Lara Burenin, Director of C&I and Superintendent Sudaria.
- H. Subcommittee: Budget. President Sobomehin said that they do not have anything new to discuss. They had the update that is going to be presented at the October 10 Meeting.
- I. Subcommittee: Strategic Planning. President Sobomehin reported that their next meeting will be held on October 1st, from 4:00 p.m. to 6:00 p.m., at the YMCA. President Sobomehin will not be able to attend this meeting because it is her birthday. Trustee Pulido said that originally she requested to be part of this Sub-Committee. Unfortunately, she can only attend two of the eight meetings, so she thinks that it is not appropriate for her to be on the Sub-Committee. One of her biggest issues of being on the Sub-Committee was the times and dates. Only two days were able to reschedule outside of the original proposal, so she thinks that it is not fair to the process if she can only attend two meetings, along with some other feedback that she was given but was not integrated so she thinks that it is better to remove herself from this Sub-Committee.
- J. Board Reports/Communications
Trustee Gaona Mendoza reported that she attended a meeting yesterday in Palo Alto School District about the Tinsley Transfer Families. It was conducted very well and the parents were provided with paper of different colors to write about the positive things about the program. She would like the families to have a new image of Ravenswood. Trustee Gaona Mendoza asked Ms. Sudaria if she can gather some data about the Ravenswood students who have gone to college. Ms. Sudaria informed the

Board that the 49ers has a track of the students that they supported from Middle School to High School so we can provide the data of the High School graduates they supported.

K. President Sobomehin reported that the next Regular Board Meeting will be held on October 10, 2019.

12. **ADJOURNMENT**

There being no further business to come before the Board, President Sobomehin adjourned the Meeting at 9:49 p.m.

November 14, 2019
Date of Approval

Clerk's Signature

/nm