

# **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 November 14, 2019**

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

President Sobomehin called the meeting to order at 6:31 p.m. All Board Members were present.

2. **APPROVAL OF AGENDA.**

MSC (Fitch/Wilson) to approve the agenda with the following changes: Request from Trustee Wilson to pull Item 7.E Consideration to approve MOU with WYSE from the Consent Agenda and place it in the regular order of business for discussion. Request from Trustee Gaona Mendoza to pull Item 7.B Consideration to approve Payments to Vendors, October 1 to 31, 2019 from the Consent Agenda and place it in the regular order of business for discussion. Motion carried unanimously (5-0)

**The Board adjourned into Closed Session at 6:34 p.m. Open Session reconvened at 7:24 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 and reported the changes to the Agenda.

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

**No reportable actions on Item 3.A.**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957.**

**1. Title: Interim Superintendent**

Trustee Wilson requested to pull Item 7.R Consideration to Approve the Job Descriptions of the Executive Coordinator to the Superintendent from the Consent Agenda and place it in the regular order of business for discussion. MSC (Fitch/Sobomehin) to approve the updated Agenda with the change requested by Trustee Wilson. Motion carried unanimously.

5. **APPROVAL OF MINUTES**

A. MSC (Sobomehin/Fitch) to approve the Minutes for the September 26, 2019 Regular Board Meeting. Trustees Sobomehin, Fitch, Gaona Mendoza, and Pulido, Yes. Trustee Wilson, Abstained because she did not attend this Meeting. Motion carried by 4 Yes, 1 Abstention.

- B. MSC (Gaona Mendoza/Fitch) to approve the Minutes for the October 10, 2019 Regular Board Meeting. Trustees Fitch, Gaona Mendoza, Wilson and Pulido, Yes. Trustee Sobomehin, Abstained because she did not attend this Meeting. Motion carried by 4 Yes, 1 Abstention.

6. **FROM THE FLOOR.** No one addressed the Board From the Floor.

**The following Items were pulled from the Consent Agenda and placed in the regular order of business for discussion: Items 7.B, 7.E and 7.R.**

- 7.B Consideration to approve Payments to Vendors, October 1 to 31, 2019. Trustee Gaona Mendoza had questions regarding payments to attorneys that she thought we did not have a contract with this school year: Burke, Williams and Sorensen, LLP. Interim Superintendent Sudaria indicated that those payments are for invoices from last year, but RCSD is not currently utilizing their services. For payments to 3Fs LLP, some of the payments are from last year, but we are utilizing their services to resolve other cases at the Los Robles-Ronald McNair site. Trustee Gaona Mendoza indicated that Redwood City utilizes Deputy County Counsel Rosendo Padilla for Special Education because their charges are lower than the other Firms. Ms. Sudaria stated that Ravenswood also utilizes services from the County Counsel. She noted that as we are approaching Proposition 39, the District will utilize Jim Lianides' experience in Prop 39 instead of utilizing Counsel.

MSC (Fitch/Sobomehin) to approve the Payments to Vendors, October 1 to 31, 2019. Motion carried unanimously (5-0).

- 7.E Consideration to approve MOU with WYSE. Trustee Wilson indicated that for her, it will be helpful if they provide more details in the contracts in terms of what schools they are serving, how many students attend the program, what grades are served, and how the students are selected. Ms. Cindy Chin indicated WYSE works in the Afterschool Program at the Ravenswood Middle School. The Afterschool Program has approximately 100 students, but this program is only for the girls in the Afterschool Program. Trustee Wilson indicated that in the future, she would like more details about supported services, and she would like to make sure that they address the needs of specific students.

MSC (Wilson/Fitch) to approve Item 7.E MOU with WYSE. Motion carried unanimously (5-0).

Because Trustee Wilson cannot vote on Item 7.I, President Sobomehin made the motion seconded by Trustee Fitch to pull Item 7.I from the Consent Agenda and place it in the regular order of business. Motion carried unanimously (5-0).

- 7.I **Trustee Wilson recused herself from Item 7.I.** MSC (Wilson/Fitch) to approve Item 7.I MOU to include Ravenswood City School District in the collaborative with the Boys and Girls Clubs of the Peninsula, Counseling And Support Services for Youth, Children's Health Council, Community Collaboration for Children's Success initiative, One East Palo Alto, Ravenswood City School District, Ravenswood Education Foundation, Ravenswood Family Health Center, San Mateo County Behavioral Health and Recovery Services, Stanford Children's Health, and The Primary School, to apply for grants to increase capacity and access to youth mental health services in Ravenswood. Motion carried unanimously (4-0).

- 7.R Consideration to Approve the Job Descriptions of the Executive Coordinator to the Superintendent. Trustee Gaona Mendoza indicated that with the budget problems that we have, we need to stop/freeze hiring staff. Ms. Sudaria indicated that there is currently an employee carrying out these tasks in the Superintendent's Office and if they appoint this employee, the difference in pay will be covered. The difference in pay between the two positions would be about \$16,000. Trustee Pulido asked Ms. Sudaria if this is a job description that someone in her office was currently doing, and if so would this would be a new title or promotion for that individual that is already in the office. They also asked if this is one of the individuals' work that they do. Ms. Toni Stone stated that they want a job description to meet the duties that this individual actually carries out day-to-day. Trustee Pulido said that this sounds like an executive assistant. The current title that they hold is Confidential Secretary. Ms. Sudaria noted that other departments currently have a coordinator and she definitely needs someone who is proactive and supportive of the execution of the

key initiatives they are doing. She will serve as a resource across all the departments in our system and is able to clearly communicate the District's Strategic Plan with internal and external partners. Trustee Pulido asked Ms. Sudaria to identify the key functions that this new position has that would not fall under Confidential Secretary to the Superintendent. Ms. Sudaria indicated that some of the key functions are: taking initiative and making independent decisions with Instructional Partners and New Leaders and scheduling those meetings. There are many organizational skills that are needed in coordinating between these two partners and it takes a lot of tasks and they are also developing PowerPoints and presentations, reviewing data and creating reports. Ms. Sudaria indicated that she needs assistance with development of PowerPoints and presentations, and development of letters and documentation. Trustee Pulido asked Ms. Sudaria why she feels that the scope of those tasks falls outside of the Confidential Secretary position because secretary positions have these functions. Trustee Sobomehin asked Ms. Sudaria for this job description and what was in the past so they can compare what is actually happening to bring some clarity. Ms. Sudaria indicated that she shared that with the Board. Trustee Wilson indicated that the second bullet of the new job description states: *"monitor and oversee designated budgets to assure that accounts are accurate and expenditures are within established guidelines and requirements; make adjustments in office/department budget as directed."* Ms. Sudaria indicated that there are also moments where she needs support reviewing budget items that come to the Superintendent's office from other departments and this person has access to them to be able to analyze the items and cross reference with her to help expedite the process of purchasing. The new position will be in range 4 of the management salary schedule and steps are according to experience. Trustee Pulido indicated that when new job descriptions are presented to the Board for action, they need to have a memo that explains the purpose of it stating that this is a current position that they are looking to properly classify based on the work they do and there is an increment to that change, and also specify that this is not a new position. Ms. Sudaria indicated that this employee will be placed on Range 4, Step 1 of the Management Salary Schedule.

MSC (Fitch/Sobomehin) to approve Item 7.R the Job Description of the Executive Coordinator to the Superintendent. Trustees Sobomehin, Fitch, Pulido and Wilson, Yes. Trustee Gaona Mendoza, No. Motion carried 4-1.

7. **CONSENT AGENDA.** MSC (Fitch/Sobomehin) to approve the Consent Agenda as amended. Motion carried unanimously (5-0).
- A. Consideration to Approve Personnel Recommendations.
  - C. Consideration to approve the following change orders to Lewis & Tibbitts, Inc. (1) Change Order #1: Belle Haven Kinder Project \$42,078.00; (2) Change Order #2: Belle Haven Kinder Project \$14,009.35; (3) Change Order #1: Willow Oaks \$2,868.59
  - D. Change Order #2 to Beals & Martin, Inc.: RMS Middle School \$ 49,061.00
  - F. Consideration to approve MOU with San Mateo County Office of Education for Academic Centers
  - G. Consideration to Approve MOU with Global Kindness Initiative
  - H. Consideration to approve MOU & Contract with NatureBridge
  - I. Consideration to approve MOU to include Ravenswood City School District in the collaborative with the Boys and Girls Clubs of the Peninsula, Counseling And Support Services for Youth, Children's Health Council, Community Collaboration for Children's Success initiative, One East Palo Alto, Ravenswood City School District, Ravenswood Education Foundation, Ravenswood Family Health Center, San Mateo County Behavioral Health and Recovery Services, Stanford Children's Health, and The Primary School, to apply for grants to increase capacity and access to youth mental health services in Ravenswood.
  - J. Consideration to renew an Individual Service Agreement (ISA) for a student with AchieveKids.
  - K. Consideration to approve an agreement with BMR Health Services to establish a bill rate for the candidates referenced in the contract: Rebecca Green
  - L. Consideration to approve an agreement with The Stepping Stone to establish a bill rate for the candidates referenced in the contract: Ta-Taneisha Thames
  - M. Consideration to approve an agreement with StaffRehab to establish a bill rate for the candidates referenced in the contract: Christie Fotenos
  - N. Consideration to approve an agreement with Therapia to establish a bill rate for the candidates referenced in the contract: Helai Popal-Khaliqi
  - O. Consideration to Approve Willow Oaks Parent Family Engagement Policy

- P. Consideration to Approve Consulting Agreement between Eastshore Consulting LLC, a California Limited Liability Company and the Ravenswood City School District.
- Q. Consideration to approve contract with New Teacher Center.

8. **SUPERINTENDENT'S OFFICE**

- A. Superintendent's Report. Interim Superintendent Gina Sudaria indicated that before her report on how the RCSD engaged community about school mergers, she wanted to share with the Board that today is day 60 of 180 Days of Instruction. They completed a school trimester as of November 8<sup>th</sup>. She noted that between November 19<sup>th</sup> through the 22<sup>nd</sup>, they will be holding Teacher-Parent conferences. They will have a Strategic Planning Meeting with the Board on November 18, 2019. On November 19, they will have a Strategic Planning Committee Meeting. Ms. Sudaria invited the Board to the classroom visits on November 18, and November 20, a Learning walk at Willow. From December 2<sup>nd</sup> through December 6<sup>th</sup>, there will be walkthroughs with Instruction Partners. Ms. Sudaria informed the Board that they were able to provide holistic support to students. She asked Ms. Cindy Chin to address the following upcoming events. December 7<sup>th</sup>: Perfect Attendance Celebration for 252 students during the first trimester sponsored by The Tzu Chi Foundation for the entire district at the Ravenswood Middle School. December 8<sup>th</sup>: The Holiday Toy Drive for RCSD students who have been identified as homeless (approximately 1100 students). The Tzu Chi Dental Clinic is going to provide light dental work for families. It will be hosted at Costaño. Ms. Chin indicated that these services are in addition to the Ravenswood Dental Clinic which is only for TK students.

Ms. Sudaria provided a PowerPoint presentation along with her Team: Toni Stone, HR Director, Cindy Chin, Student Services Director, Lara Burenin, C&I Director, Jennifer Graven, Special Education Director, Solomon Hill, Technology Director, about how they are addressing fiscal solvency and information about the community engagement, what they have heard and what they would do next around school merger. The PowerPoint included (1) How they have engaged the community: Extensive outreach in Spanish and English; Community meetings; Good meeting turnout; DAC / DELAC Committee Participation; Nearly 200 people shared their opinions through the online survey. (2) What they have heard: Meetings –Major factors to consider; Survey –Major factors to prioritize: Location, Facility Size/Features, Number of Students, Special Programs. (3) When we should merge schools. (4) How do we make this transition smooth? (5) Direction from the Board tonight on Factors to prioritize and when to merge schools (all in Fall 2020, or spread out between Fall 2020 and Fall 2021) (5) Next steps: By Thanksgiving DAC/DELAC will discuss results of community engagement and board input to make a recommendation to the Superintendent. By December 6: Staff develops and shares a merger proposal; Engage school staff on December 4; Engage parents and DAC/DELAC on Dec. 5; Engage Board (and community) on December 6. By December 12: Public comment and Board vote on December 12; After December 12: Engage school communities to plan transition.

The following individuals addressed the Board on this item:

- 1. Sue Allen, Volunteer, indicated that the Tinsley Program is two-way. Therefore, she suggested to move the Dual Immersion Program to Willow and partner with Palo Alto School District, which has a big waiting list of students who want to go to their Immersion Program, and bring those students to our Dual Immersion School.
- 2. Ruben Abrica, Community Member. He indicated that he attended the Saturday Community Member which went well. He said that at the beginning of the meeting there were not enough information that the staff had, and it created the impression that it was a proposal. He indicated that in this process, it is very important to provide the most information possible. He will keep telling people he knows to attend and participate in these meetings.

Trustee Pulido indicated that this presentation was provided as part of the Superintendent's Report. She requested that in the spirit of transparency and to let the community know that we will have this discussion, when we have this extensive type of presentation as part of the Superintendent's Report, it needs to be identified on the agenda as a separate item, so that the public will have the opportunity to attend and learn more about it.

Trustee Pulido asked Ms. Sudaria that for the December 6 meeting, since she is going to come back with a proposal with identified schools, how she is going to communicate before December 6 to those schools identified in the proposal so that they know that a proposal is coming before the Board in case they would like to speak on that item. Interim Superintendent Sudaria informed the Board that on December 4, she will talk with the principals first, and then she will have a meeting with staff at 3:45 p.m. On Thursday, December 5, they will send out flyers to parents, and will do an autodial or two in the afternoon to inform the families, and a DAC/DELAC meeting will be held at 6:00 p.m. Trustee Sobomehin indicated that maybe it would not be enough time for the Board to hear a staff proposal, hear the community and get feedback before the final vote and suggested to have a special meeting in November after Thanksgiving. President Pulido also suggested to push the final vote to January. The Board will discuss meeting dates during the Board communications. The Board thanked Ms. Sudaria for the presentation.

Ms. Ronda White, RCSD parent and RTA President, indicated that she is in a difficult place. She wanted to say let's stick with the timeline, let's have a couple of more meetings and let's do what we need to do so that we can make a decision by December so people can go off on their winter break and deal with their emotional or logical state and deal with the grief of closing two schools. Then she is on the other site as a parent thinking do I need more time, is this my child's school and how am I going to take that. However, I do not want this process to be rushed but I also do not want us to continue to push this out. At some point a decision must have to be made. At some point we have to say we have this information, we have three community meetings, we have a DAC/DELAC meeting, we are going to have conferences next week where teachers can talk with parents and families about it. At some point the Board needs to make a decision. Unfortunately for us the decision is that we are closing two schools and whether we decide to do it all next fall or one and one, we still have to name them so people are going to know and we have to make that decision. We have to be mindful and we should have as many meetings as possible so people can come. She indicated that once the schools are named, people will go to the meetings and say: "Save my School."

Trustee Pulido indicated that pushing this item one more meeting is giving space to allow for people to be heard. President Sobomehin agreed with Trustee Pulido and indicated that maybe staff needs to present more data in a different format. Trustee Wilson stated that one of the most important things is to identify what the criteria are that they are using to make the decision, and that has to be clear to people. They already identified what the priorities are, and that needs to be communicated to the community. Ms. Sudaria indicated that it can be communicated in the DELAC meetings on November 20 and December 5, and that is an opportunity to receive input from them on the community findings and factors we need to prioritize. After a discussion on the possibility of another Board Meeting to give the opportunity to the public to provide feedback on the topic before the final decision, the Board indicated that they will hold a special meeting for the final decision on the school consolidation on January 9, 2020.

#### B. DAC/DELAC REPORT

Ms. Antonia Macias, DAC/DELAC President and mother of a child at Los Robles-Ronald McNair School, indicated that she represents the RCSD parents. She informed the Board that through Innovate Schools, she got involved to improve the RCSD schools. Her responsibility is to inform the parents how to help their children, to keep dual immersion programs, and to support the students who are learning English. She attended the community meetings regarding the school consolidations and learned that the District needs to do it to have more funds for the student's needs. She thanked the Ms. Sudaria for facilitating the meetings in order to collect the parent's comments. They also requested to keep special services that the

students need and to keep the dual immersion program and transportation services. She believes that it is important to have more meetings for the schools that are going to be combined and for the parents to get involved and share things that are important for the students. She noted that parents need to get involved in the decisions that will affect their children. Thank you.

- C. 2019-2020 Williams Annual Report and July 1, 2019, through September 30, 2019 Williams Quarterly Report. Interim Superintendent Sudaria reported on the annual report for fiscal year 2019-2020 from the San Mateo County Office of Education provided on October 31, 2019, as required by Education Code section 1240(c)(2)(B) pursuant to the Williams Settlement. This report presents the results of the San Mateo County Office of Education (SMCOE) Williams validation visit to the Williams monitored schools in the Ravenswood City School District.

The results of the documentation review and validation visit to the Williams monitored schools in the Ravenswood City School District indicate that the monitored schools are in compliance with the instructional materials, School Accountability Report Card (SARC), facilities, and teacher misassignment and teacher vacancy mandates of the Williams Settlement and legislation. Ms. Sudaria informed the Board that we passed the Williams audit with some maintenance that we need to provide. Trustee Wilson asked Ms. Sudaria what is the plan to comply with this task. Ms. Sudaria indicated that the Maintenance Coordinator is working with staff to make sure that this work is completed.

Mr. Randy Jackson, CSEA President, indicated that the reality is that RCSD does not have enough people to do the work. Ms. Sudaria will share with the Board information regarding this issue. The Board indicated that when they are making reductions do not just assume that because they are not teachers it is not going to have a significant impact when you are making reductions in certain areas and groups. We have to look at the scope of work as well as what is needed before they decide when they can actually make cuts that can impact the students because some of these concerns are safety concerns.

9. **BOARD OF TRUSTEES**

- A. MSC (Wilson/Fitch) to approve to update BP 0410 Non Discrimination to include "medical information" under Protected Status. Motion carried unanimously (5-0).
- B. MSC (Wilson/Sobomehin) to update BP/AR 5145.3 Nondiscrimination/Harassment to include "medical information" under Protected Status. Motion carried unanimously (5-0).
- C. BP 5146: Married/Pregnant/Parenting Students Presented to the Board for First Reading and Action MSC (Wilson/Fitch) to approve BP 5146: Married/Pregnant/Parenting Students. Motion carried unanimously (5-0).
- D. Board Policy Revisions for First Reading: BP/AR 0460 Local Control and Accountability Plan; BP 0520 Intervention for Underperforming Schools; BP 0520.1 Comprehensive and Targeted Support and Improvement; BP 1431 Waivers; BP/AR 3515 Campus Security; BP/AR 4116 Probationary/Permanent Status; BP 4119.22 4219.22 4319.22 Dress and Grooming; BP 4216 Probationary/Permanent Status; BP/AR 4218 Dismissal/Suspension/Disciplinary Action; BP 5131 Conduct; BP 5131.8 Mobile Communication Devices; BP 5132 Dress and Grooming; AR 5141.26 Tuberculosis Testing; BP/AR 5142 Safety; BP/AR 7140 Architectural and Engineering Services; BB 9323 Meeting Conduct. They will come back for second reading and action with recommendations from Cabinet Members.
- E. Subcommittee: Naming of School for Discussion and/or Action. Trustee Pulido reported that the Board formed a committee to address the Comprehensive Middle School name because that was the most urgent school that needed to have resolution. They talked about potentially closing two schools and having these discussions, they asked the Board to appoint two people each and the Board may choose to appoint two new people each. It does not have the same people, but there were people who voiced an interest in participate when the Board has this conversation. They need to convene in the spring so by the time the school opens in fall 2020 that is resolved. Trustee Pulido asked the Board to think about whom to ask to participate in the spring semester. Trustee Fitch indicated that they want students to participate in this

process, but because they do not know which schools are going to be involved in this process, they do not know which students to ask.

- F. Subcommittee: Facilities for Discussion and/or Action. Trustee Pulido indicated that they met with the Facilities Committee. The biggest topic that could come before the Board soon is how they are going to use Bond money in relation to the Comprehensive Middle School and any other projects. There is a big plan for how they are going to further restructure for that school be the ideal model that they had intended it when they draft the proposal for that school so there is that conversation that will be coming before the Board soon. They have also been discussing what they are going to do with the Flood site. They wanted to use that space for housing but they were running into issues with the City and neighborhood, zoning and a lot of criteria that they did not anticipate so they are contemplating how they can move forward with potential projects for workforce housing or what the alternatives are. Trustee Pulido noted that they also received updates on some of the projects.

Ms. Ronda White indicated that she and Mr. Randy Jackson used to be in the Facilities Subcommittee, but they have not been invited to a meeting in over a year. She noted that things are being planned out, but there were some that are missed. RMS is beautiful but they are basic things that were missed, like in one classroom there is no water faucet. As they move forward with closing two schools and merging them, they can be talking about updates and facilities that there are some input from both sides so that they can talk about how the classroom looks like to best serve the student's needs. Trustee Pulido indicated that was an additional meeting where they have a big stakeholder group where they also invited the DELAC President. She said that they can look to add that meeting to the schedule.

- G. Subcommittee: Curriculum & Instruction for Discussion and/or Action. No updates on this Subcommittee. Trustee Fitch indicated that she will not be able to do any of the visitations next week because she is going to be out of town. Ms. Sudaria indicated that they have scheduled a meeting on December 3<sup>rd</sup>. They will bring Amy Gerstein from the John Garden Center who will share information about data and also the work they are going to do around MTSS process.
- H. Subcommittee: Budget for Discussion and/or Action. No report on this Subcommittee.
- I. Subcommittee: Strategic Planning for Discussion and/or Action. President Sobomehin reported that there will be a Board Meeting on November 18, and the Subcommittee will be Meeting on November 19.
- J. Consideration to approve Resolution #2019/20 -6, Board Members Excused Absences. **All Board Members were present.**
- K. Board Reports/Communications
- L. Special Board Meeting: December 6, 2019. President Sobomehin reported that the Annual Reorganization Meeting will be held at this Special Board Meeting.
- M. Next Regular Board Meeting: December 12, 2019.

10. **ADJOURNMENT**

There being no further business to come before the Board, President Sobomehin adjourned the Meeting at 10:11 p.m.

February 13, 2020  
Date of Approval

Clerk's Signature

/nm