

RAVENSWOOD CITY SCHOOL DISTRICT

BOARD OF TRUSTEES

REGULAR BOARD MEETING

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

Board Members:

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

Draft MINUTES February 13, 2020

1. CALL TO ORDER/ROLL CALL.

President Pulido called the meeting to order at 6:30 p.m. All Board Members were present.

2. APPROVAL OF AGENDA.

MSC (Wilson/Fitch) to approve the agenda with the following changes: Request from Trustee Fitch to pull Item 7.G from the Consent Agenda and place it in the regular order of business because she cannot vote on that item. Request from Trustee Wilson to pull Items 7.H, 7.I and 7.J and place them in the regular order of business for discussion. Request from Trustee Gaona Mendoza to pull Item 7.K from the Consent Agenda and place it in the regular order of business for discussion. Request from President Pulido to table Item 5.E. Motion carried unanimously (5-0)

The Board adjourned into Closed Session at 6:35 p.m. Open Session reconvened at 7:15 p.m.

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

President Pulido welcomed everyone in the audience and reported the changes to the Agenda.

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957:

President Pulido reported that Items 3.A 1 and 3.A.2 were approved unanimously (5-0)

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/RESIGNATION.

1. Consideration to approve and ratify notifications of release for temporary certificated staff for the 2020-2021 school year pursuant to Education Code 44954(a) (A-D).
3. Consideration to approve and ratify notifications of release for temporary certificated staff for the 2020-2021 school year pursuant to Education Code 44954(b) (A).

President Pulido reported that no Action was taken on Item 3.A.2

2. Consideration to approve and ratify notifications of non-reelection for certificated staff (Probationary Teachers) for the 2020-2021 school year pursuant to Education Code 44929.21 (A-L).

5. APPROVAL OF MINUTES

- A. MSC (Sobomehin/Fitch) to approve the Minutes for the November 14, 2019 Regular Board Meeting. Motion carried unanimously (5-0)

- B. MSC (Wilson/Sobomehin) to approve the Minutes for the December 6, 2019 Regular Board Meeting. Motion carried unanimously (5-0)
- C. MSC (Fitch/Sobomehin) to approve the Minutes for the December 12, 2019 Regular Board Meeting. Trustees Pulido, Wilson, Fitch, and Gaona Mendoza, Yes. Trustee Sobomehin, Abstain. Motion carried 4 Yes, 1 Abstain. .
- D. MSC (Sobomehin/Pulido) to approve the Minutes for the January 6, 2020 Regular Board Meeting. Motion carried unanimously (5-0)
- E. Consideration to approve the Minutes for the January 9, 2020 Regular Board Meeting. **This Item was tabled before approval of the Agenda.**

6. **FROM THE FLOOR.**

Ms. Nora Melendez and Ms. Antonia Macias representing Innovate parents addressed the Board regarding an e-mail they sent to Board Members to schedule a meeting with them to learn about their priorities this year, and continue building a collaborative relationship. They indicated that only President Pulido and Trustee Gaona-Mendoza have responded to their e-mail.

The following Items were pulled from the Consent Agenda and placed in the regular order of business for Discussion before approval of the Agenda: Items 7.G, 7.H and 7.I, 7.J and 7.K.

- 7. G Trustee Fitch recused herself from this item because she works for that Company. MSC (Sobomehin/Pulido) to approve staff to attend the Spring Summit Convening. Trustees Pulido, Wilson, Gaona Mendoza and Sobomehin, Yes. Motion carried 4-0.

Trustee Wilson suggested that the teachers who are going to attend conferences sign a contract indicating their commitment to stay in the District because she does not want them leave and work for other district when they return for the Conference. Ms. Burenin indicated that the teachers who are going to attend the conference are very committed teachers who have signed their intent to come back next fiscal year. Ms. Burenin also responded to Trustee Wilson's question regarding the plan for them about collaboration and implementation to the broader District when they return from the Conference, and the cost.

MSC (Wilson/Fitch) to approve Items 7.H, 7.I and F.J. Motion carried unanimously (5-0).

- H. Consideration to approve staff to attend the National Science Teachers Association (NSTA) Conference in Boston, MA
- I. Consideration to approve 3 staff members to attend the TCRWP Science, Education, and Climate Symposium in NY, NY
- J. Consideration to approve STEM Coordinator to attend the FabLearn Conference in NY, NY

Trustee Gaona Mendoza indicated that it is very good that the District is employing support staff for RMS to make sure that there is enough supervision. She asked if the new employees were notified that there are going to be layoffs. She also wanted to know the reason why staff is leaving the District.

- K. MSC (Gaona Mendoza/Sobomehin) to approve Personnel Recommendations. Motion carried unanimously (5-0).

7. **CONSENT AGENDA.** MSC (Fitch/Sobomehin) to approve the Consent Agenda as amended. Motion carried unanimously (5-0).

- A. Consideration to Approve Proposal for Ravenswood Middle School Phase 2 from SVA Architects to provide Design Services for Cesar Chavez-Ravenswood Middle School Realignment– Phase 2 = \$ 2,105,000.00
- B. Consideration to Approve Change Order #1 with August-Jaye Construction for the Materials Purchase of Primus Cylinders for High Security Locks \$ 149,173.00
- C. Consideration to Approve Job Description for Athletic Coordinator.
- D. Consideration to Approve Job Description for Coordinator of School Moves.
- E. Consideration to approve MOU with Rape Trauma Services
- F. Consideration to Approve Invoice for F&P Leveled Literacy Intervention Training

8. **SUPERINTENDENT'S OFFICE**

- A. Middle School Update. Interim Superintendent Sudaria informed the Board that the middle school program presented tonight is developed from the comprehensive middle school plan that was approved on April 27, 2017 and reviewed with the current board this past fall. The initiative to create a comprehensive middle school plan was to: (1).Offer a wider array of electives and advanced classes; (2) Enable the District to provide a robust set of supports for middle school students; (3).Better prepare them for the rigors and need for independence that awaits them at the high school level. She indicated that the RCSD middle school students need and deserve access to the opportunities, experiences, and facilities that prepare them for high school such as: Advanced classes in Language Arts and Math, Science labs and Makerspaces, Advancement Via Individual Determination (AVID), Performing arts, Academic and Social Emotional Supports, Sports programs, After school enrichment. Ms. Sudaria noted that starting in 2017-2018 with 6th grade students; the district has built out the middle school with this year being the first year it serves all the 6th-8th grade students in our district.

Ms. Sudaria informed the Board that tonight our middle school and district team will share with them how we have incorporated the elements featured in the original comprehensive plan and additional programming to address the inequities our students face, to close the achievement gap and to provide a rigorous, engaging and effective program any family would want to send their child to. Introduction of each department and acknowledge REF foundation money \$3.5 to execute an 18 month work plan.

- B. Consideration to approve the proposed members of the 7-11 Advisory Committee. Interim Superintendent reported that on January 16, 2020, the Board authorized the formation of a surplus property advisory committee pursuant to Education Code section 17388 et seq. ("Advisory Committee"). The Board delegated to the Interim Superintendent or her designee, to select seven (7) to eleven (11) individuals to serve on the Advisory Committee, bring recommended members to the Board for approval, establish the workings of the Advisory Committee, set a schedule and commence the required meetings in accordance with the provisions of Education Code section 17388 et seq. which delegation shall be valid until rescinded by the Board.

This committee consists of not less than seven and no more than eleven members, and shall be representatives of each of the following: (a) The ethnic, age group, and socio-economic composition of the district; (b) The business community, such as store owners, managers, or supervisors; (c) Landowners or renters, with preference to be given to representatives of neighborhood associations; (d) Teachers; (e)Administrators; (f) Parents of students; (g)Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities and county in which surplus space and real property are located. The proposed members to serve on the Advisory Committee are: Uriel Pulido, RCSD Classified Employee (a); Mayra Mendoza Rivera, Business Owner, La Cazuela (b); Gabriel Sanchez Velasquez, Business Owner, La Cazuela (b); Natalie Walker, Development Director, Peninsula College Fund (c); Melvishia Gaines, Gap Year Project Coordinator, Live in Peace (c); Melissa Brown, RCSD Art Teacher (d); Solomon Hill, RCSD Director of Technology (e); Maria Vargas Parent, Los Roble-Ronald McNair (f); Alex Quezada Los Robles- Ronald McNair Principal and Former member of the East Palo Alto Planning Commission (g). The schedule of the required meetings will commence on February 20, 2020. Subsequent meetings are scheduled for February 25, 2020 and March 3, 2020. The Board asked Ms. Sudaria to add more parents and Pacific Islander members to the Committee.

MSC (Fitch/Wilson) to approve the proposed members of the 7-11 Advisory Committee: Motion carried unanimously (5-0)

9. **BUSINESS DEPARTMENT**

- A. Williams Audit Update. Ms. Delma Camacho, MOT Coordinator, provided a PowerPoint Presentation regarding the Williams Audit. She reported that the following school sites were audited in September 2019, using the State of California Facilities Inspection Tool (FIT). School Facility Conditions Evaluation. Two sites were not officially inspected. However, the Maintenance Department oversees that the campuses maintain good standing. **Willow Oaks School:** 60 Areas were Evaluated with an overall rating of 98.86% = Very Good. **Belle Haven School:** 71 Areas were Evaluated with an overall rating of 96.15% = Good. **Brentwood Academy:** 59 Areas were Evaluated with an overall rating of 95.53% = Good. **RMS:** 86 Areas were Evaluated with an overall rating of 96.17% = Good. Ms. Camacho shared with the Board the Deficiencies corrected on site, Deficiencies pending, Recommendations and comments of each site and the following policies that were implemented: (a) Custodians have been directed to report safety deficiencies to the office and request a work order, and to follow up after a couple days if not corrected. (b) The Maintenance Department has been directed to complete work orders that compromise safety as a priority as well as to follow up and ask for help when needed. (c) Presentation of Memo with Williams Audit information to be shared with staff during professional development day and also at the beginning of the school year during our Welcome Back. (e) Working with the Districts' Facilities Consultant and contractors on projects that may be covered by Bond funds to keep our students warm, safe and dry.

The Board thanked Ms. Camacho for the presentation and asked her to provide to the Board the Correction/Action Taken and Completion Date, at the right side of the Facility Deficiencies Identified on the San Mateo County Williams Annual Audit Report,

- B Mr. Sheldon Chavan, CPA, Managing Partner of Chavan & Associates, LLP, presented to the Board and answered questions regarding the Fiscal Year 2018-2019 Independent Audit Report. It confirms the revenues, expenditures, and ending balances for the general fund and other funds that were presented to the Board in the Unaudited Actuals report at the September 12, 2019 meeting. The 2018-2019 combined revenues with transfers-in in the General Fund amounted to \$45,590,453 and combined expenditures with transfers-out were \$42,044,403. As of June 30, 2019, the total General Fund ending fund balance (unrestricted and restricted) was \$9,516,099. The district did ask and received a temporary extension on the submittal date to the state due to extra time being necessary to locate requested documents.

There were two (2) findings for the 2018-19 fiscal year: The first finding relates to the Child Nutrition breakfast program (page 92). Students in the Newcomer program were double counted for breakfast and some lunches. The district will need to return \$5,807 in federal reimbursements and has taken action in its point of sale software to reject duplicate claims.

The second finding relates to the district exceeding the allowable ratio of administrators to teachers (page 93). Per California Education Code 41402 the district exceeded the allowable ratio of 9 administrators per 100 teachers. The district will be incurring a penalty of \$18,409.

The audit report also reviewed the progress the district made to address the two findings from the previous year's audit. The first finding from 2017-18 related to internal controls in Human Resources and Payroll in which a number tested employees had incomplete or inaccurate forms and one employee was overpaid (page 94). The second finding from 2017-18 related to lack of supporting documentation for certain journal entries relating to federal programs (page 95). In both cases the corrective action plans were implemented.

Independent audits are conducted each year and presented to the Board of Trustees for approval. As required by Education Code Section 41020, the audit report has been filed with the San Mateo County Superintendent of Schools, the State Department of Education, and the State Controller's Office.

MSC (Fitch/Wilson) to approve the Fiscal Year 2018-2019 Independent Audit Report. Motion carried unanimously (5-0).

- C. Presentation on the Governor's Proposal for 2020-21 State Budget and K-12 Education. Mr. Mehdi Rizvi, RCSD Controller, provided a PowerPoint presentation and answered questions regarding the Governor's Proposal for 2020-21 State Budget and K-12 Education. The presentation included: (1) Relevance of State Budget to School Districts/LEAs: The Governor presented his proposed State budget for 2020-21 on January 10, 2020: 90% of California School Districts/LEAs including RCSD receive funding from the State through the LCFF funding formula. Districts with higher property taxes than LCFF target (Basic aid school districts) keep the excess taxes. Districts with lower property taxes than their LCFF target (LCFF districts) receives State support in addition to property taxes in order to make their LCFF target. (2) LCFF vs. Basic School Districts. (3) RCSD Budget 2019-2020 -71% of total RCSD revenues are guaranteed by the State. (4) Backdrop to State Budget. (a) 11th year of continued economic growth. (b) First full year budget for current Governor (Three areas of interest (SPED, Teacher shortage and development, Early learning). (c) Economic Changes. (d) Declining student enrollment for the State as a whole. (e) Staffing levels and Compensation. (f) Special Education: The Governor showed interest in SPED reforms since the beginning of his term in the office and provided additional money in 2019-20. (g) Higher Property and Liability Insurance. (h) New legislation on charter schools – largest comprehensive reform since 1992. (5) 2020-2021 State Budget Summary: General Fund. (6) Proposed Education Budget for 2020-21: (a) Proposition 98 guarantee - \$84 billion. (b) Cost of Living Adjustment (COLA) is applied to LCFF base grants and other programs including SPED, Child nutrition, Preschool etc. (c) COLA in Jan 2020 is 2.29%. It was 3.0% in Budget act of June 2019. (d) For RCSD, this will result in lower LCFF revenues by approximately \$155,000 for 2020-21 than was in the multi-year projection. (7) Base Grants for 2020-21. (8) Additional Proposed State Funding and Reform: (a) Special Education. (b) Teacher Recruitment and Training. (c) School Nutrition. (d) Early Learning and Achievement Gap. (e) School Facilities. (9) State Programs Discontinued. (10) What's Next: Budget Development Process. (11) Federal Budget: The Funding Appropriations Bill has increased funding for almost all federal programs including Title I, Title II, Title IV and some other programs in which RCSD participates by approximately 1.5%. (12) New revenue Initiatives in the Pipeline: (a) Schools and Communities First initiative. (b) CSBA/ACSA full and fair funding campaign.
- The Board thanked Mr. Rizvi for the presentation.

10. **CURRICULUM AND INSTRUCTION**

- A. Report on K-5 NGSS Curriculum Pilot & Adoption Process. **This Item was Tabled.**

11. **STUDENT SERVICES**

- A. Consideration to Approve MOU with Parent Institute for Quality Education. Ms. Cindy Chin, Student Services Director, Libier Gonzalez, PIQE Executive Director, and Lisa Dominguez, Hispanic Foundation of Silicon Valley Representative, provided information and answered question from the Board regarding the services they will provide to the students including training for parents that is designed to develop skills and techniques so that parents can address the educational needs of their middle school children. Ms. Chin noted that there is no financial impact to the district since the Hispanic Foundation of the Silicon Valley has agreed to cover the cost of the parent sessions. MSC (Wilson/Fitch) to approve an MOU with Parent Institute for Quality Education. Motion carried unanimously (5-0).

At 10:30 p.m., President Pulido indicated that they needed to extend the Meeting. They tabled Item 10.A MSC (Sobomehin/Wilson) to extend the Meeting to 11:00 p.m. Motion carried unanimously (5-0).

- B. Consideration to approve MOU with HealthRIGHT 360. Ms. Cindy Chin provided information and answered question from the Board regarding the MOU. She noted that HealthRIGHT 360 would like to partner with the District by implementing substance abuse drug treatment and mental health support

through individual and group therapy to support students at the middle school. HealthRIGHT 360 would also be able to provide presentations and workshops to parents and the community. Ms. Chin stated that providing substance abuse drug treatment and mental health support at the school site would support the student and the families address substance abuse concerns.

MSC (Fitch/Sobomehin) to approve an MOU with HealthRIGHT 360. Motion carried unanimously (5-0).

12. **HUMAN RESOURCES**

- A. MSC (Wilson/Fitch) to Approve Resolution 2019/2020 -10: Reduction of Classified Services. Roll Call Vote: Trustees Pulido, Wilson, Fitch, Gaona Mendoza and Sobomehin, Yes. Motion carried unanimously (5-0)

13. **BOARD OF TRUSTEES**

- A. Consideration to approve Resolution No. 2019/2020 -8, Board Members Excused Absences. All Board Members were present.
- B. Subcommittee: Naming of School for Discussion and/or Action. President Pulido indicated that due to other commitments, she was going to leave the space for other Board Member to join this Committee. None of the Board Members expressed an interest to join Trustee Gaona Mendoza on the Naming of School Committee. Interim Superintendent Sudaria indicated that she will support Trustee Gaona Mendoza on this Committee. As stated before, each Board Member will submit two names to Trustee Gaona Mendoza/Superintendent Sudaria for the Committee.
- C. Board Reports/Communications
- Trustee Sobomehin reported on the Strategic Planning Steering Committee. Attune is finishing last minute amendments on the Plan based on the feedback they received and they are planning to present it to the Board at its first Regular Meeting in March.
 - Trustee Sobomehin indicated that she wants to receive a copy of the Agenda Online that describes the information on each item.
 - Trustee Fitch indicated that the Board will have a Special Board Meeting on March 18, 2020. She indicated that at that time, she will be in a plane coming back from Kansas City. President Pulido indicated that they have to find a date that works for all Board Members during that timeframe to have all five Board Members present. Trustee Fitch indicated that she will be about on March 16, 17 and 18. President Pulido indicated that they will check if they are all available on the 19th or the 20th.
 - Trustee Wilson indicated that they need talk about what they are going to do for children who are at or beyond grade level as they are moving and redesigning the schools. She indicated that maybe we need to have Gifted and Talented Education (GATE) classes.
 - Trustee Wilson invited the Board and audience to the EPA Senior Center Annual Crab Feast, on February 29, from 5:00 p.m. to 8:00 p.m.
- D. President Pulido reported that the Open Forums For Community Input on The District's Superintendent Search, will be held on February 19, at 6:00 p.m. and February 24, at 10:00 a.m..
- E. President Pulido reported that the Next Regular Board Meeting will be held on February 27, 2020.

10. **ADJOURNMENT**

There being no further business to come before the Board, President Pulido adjourned the Meeting at 10:55 p.m.

February 27, 2020

Date of Approval

Clerk's Signature

/nm