



**BENICIA UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD**

**Notice of Regular Meeting**

**November 05, 2020 6:00 PM**

In Compliance with Executive Order N-29-20 and N-35-20 issued by Governor Newsom on March 12th and 21st, 2020 respectively, this meeting will be Livestreamed and recorded via the BUSD YouTube channel linked here:  
<https://www.youtube.com/c/beniciaunifiedschooldistrict>

Meeting will be conducted via Zoom from the  
Benicia Unified District Board Room  
350 East K Street  
Benicia, CA 94510

**Attendance Taken at 6:05 PM:**

**Present:**

Diane Ferrucci  
Stacy Heldman-Holguin  
Mark Maselli  
Gethsemane Moss  
Sheri Zada

**1. CALL TO ORDER - 6:00 p.m.**

Minutes:

Meeting was called to order by President Ferrucci at 6:05 pm.

**2. ROLL CALL**

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

With no comments, President Ferrucci at 6:06 pm.

Quick Summary:

For this meeting public comments may be submitted via a google form on this link that will be opened from 5:00pm to 6:00pm and must be submitted using the following link:  
<https://forms.gle/DnkdjWBXpuvoHGmo6>

#### **4. CLOSED SESSION - 6:00 P.M.**

##### **4.1. Public Employment/ Action/ Appointment/ Discipline/ Dismissal/ Evaluation / Release**

Rationale:

Dr. Khushwinder Gill will present the Personnel Action List to the Board.

##### **4.2. Conference with Labor Negotiators**

Rationale:

The Governing Board will conference with Labor Negotiator, Dr. Khushwinder Gill, regarding Employee Organizations BTA, CSEA and unrepresented groups.

##### **4.3. Individual Student Matter(s)/ Student Need(s)**

Rationale:

The Governing Board will discuss student matters in the case of

The Education Code requires Closed Session in these cases to prevent the disclosure of confidential student information.

#### **5. RECONVENE TO OPEN SESSION - 7:00 P.M.**

Minutes:

Meeting was reconvened at 7:07 pm to open session by President Ferrucci.

##### **5.1. Report on Closed Session Items**

Minutes:

There was nothing to report from closed session.

##### **5.2. Announcement**

Quick Summary:

This meeting is recorded for live-streaming and archiving on the District YouTube channel at [youtube.com/c/beniciaunifiedschooldistrict](https://youtube.com/c/beniciaunifiedschooldistrict) for your convenience.

#### **6. PLEDGE OF ALLEGIANCE**

Minutes:

The pledge of allegiance was led by Trustee Maselli.

#### **7. APPROVAL OF AGENDA**

**Motion Passed:** Approval of the agenda as written Passed with a motion by Mark

Maselli and a second by Sheri Zada.

Yes Diane Ferrucci

Yes Stacy Heldman-Holguin

Yes Mark Maselli

Yes Gethsemane Moss

Yes Sheri Zada

## **8. HIGHLIGHT: Technology**

Minutes:

Dr. Young introduced Mr. Padoan, Director of Technology to provide the Technology highlight this evening. At the end of presentation, Trustee Zada expressed her deepest gratitude for the heavy lift done by the Technology department to ensure that all students and teacher would be able to work in this virtual capacity. President Ferrucci agreed with Trustee Zada, adding that this is a job well done and we should be proud as a district for the tremendous accomplishment. Thanking Mr. Padoan and his team, Benicia can stand proud!

## **9. REPORTS - (NO ACTION REQUIRED)**

### **9.1. Superintendent Report**

Minutes:

Dr. Young began his report by thanking everybody, teachers, classified, managers, everybody that continues to do their best on this virtual learning model, we appreciate it! We also continue to think about the kids, families and ourselves as we continue to work through this time. We need to keep reminding ourselves that this is a temporary space, the virus will eventually lift. It is important to continue to work together as a system in ways that are supportive as we continue to move forward together! Lastly, he reminded everyone that he and his team are continuing to work on the bargaining agreement. They have the responsibility as a school district to bargain with the unions the impacts and the effects when schedules and circumstances change. It is going well and they are hoping to have the plan and presentation ready for the governing board meeting of November 19th with the goal of being able to do in person after the holiday depending on the data.

### **9.2. Board Reports**

Minutes:

President Ferrucci shared that she and Trustee Zada had the privilege of meeting with Dr. Young and our brand new board member Sharon (CeCe) Grubbs who will be coming onto the board in December. They got to share some of the aspects of the roles and responsibilities of being a board member and of the ways they can provide support to our district, students, and teachers. It was a great meeting and she really appreciated the time with everybody. It will be fun for everybody to meet CeCe soon. She also shared that she sat in the COVID-19

meeting today and they have these amazing complex formulas that they use to determine our status. At this point Solano County is red, our positivity rate is where it needs to be in the red category. Unfortunately, there are still some cases of COVID that have gone up again, but we continue to be red for now. The one big reminder today was that the flu season is officially upon us. They have had several people already with the flu so if you have not gotten your vaccine you may seriously think about it. With that said she moved on to Comments from members of the public.

## **10. COMMENTS FROM MEMBERS OF THE PUBLIC**

Minutes:

None submitted.

Quick Summary:

**Public Comment** Members of the public may submit comments on items on the agenda, and any item within the jurisdiction of the school district in the following manner for meetings during the Shelter-in-Place Executive Order: Via a google form on this link: <https://forms.gle/DnkdjWBXpuvoHGmo6> that will be opened to the public from 6:00 to 7:00 pm on the day of the meeting. The Governing Board allows speakers to speak at regular meetings on agendized and non-agendized matters under public comment. Comments are limited to no more than three minutes per speaker. By law, no action may be taken on any item raised during the public comment periods and matters may be referred to staff for placement on a future agenda of the Governing Board.

## **11. CONSENT CALENDAR - ACTION ITEMS**

**Motion Passed:** Approve the Consent Calendar as presented. Passed with a motion by Mark Maselli and a second by Gethsemane Moss.

Yes Diane Ferrucci

Yes Stacy Heldman-Holguin

Yes Mark Maselli

Yes Gethsemane Moss

Yes Sheri Zada

Quick Summary:

All matters listed under the Consent Calendar are considered by the Board to be routine and will be approved by the Board in one motion. There will be no discussion on these items unless members of the Board, staff or public request specific items to be pulled and discussed.

### **11.1. Minutes for the Meetings of: October 15, 2020, Regular (Virtual) Meeting Minutes**

### **11.2. Approval of Personnel Action List**

### **11.3. Consideration and Approval of Resolution No. 20-21-07, Declaration of Obsolete E-Waste**

Rationale:

These are surplus PC Towers that are ready for recycling. List is attached.

**Motion Passed:** Approval of Resolution No. 20-21-07, Declaration of Obsolete E-Waste by roll call vote of 5-0. Passed with a motion by Mark Maselli and a second by Gethsemane Moss.

Yes Diane Ferrucci  
Yes Stacy Heldman-Holguin  
Yes Mark Maselli  
Yes Gethsemane Moss  
Yes Sheri Zada

### **11.4. Consideration and Approval of Resolution No. 20-21-08, Obsolete Property**

Rationale:

The attached list consists of maintenance and custodial equipment currently stored at the maintenance and warehouse location. All equipment listed is either beyond economical repair, or a danger to use or is of no use to current operations.

**Motion Passed:** Approval of Resolution No. 20-21-08, Declaration of Obsolete Property by roll call vote of 5-0 Passed with a motion by Mark Maselli and a second by Gethsemane Moss.

Yes Diane Ferrucci  
Yes Stacy Heldman-Holguin  
Yes Mark Maselli  
Yes Gethsemane Moss  
Yes Sheri Zada

## **12. DISCUSSION ITEMS**

### **12.1. Information and Discussion on BUSD's Equity Journey**

Rationale:

Dr. Leslie Beatson, Assistant Superintendent of Education Services, will provide an update regarding the District's work around equity. The purpose of this report is to provide information about: the call for equity work the history of equity work in BUSD our equity work in action our ongoing commitment and future plans

Minutes:

Dr. Beatson provided an update to the board on BUSD's Equity Journey that includes the robust goals the district has in place for this work.

**12.2. First Reading of the Following Board Policy: BP/AR/E(3)(4) 1312.3 Williams Uniform Complaint Procedures, AR 3231 Impact Aid, BP/E 4112.9/4212.9/4312.9 - Employee Notifications, BP/AR 4113 - Assignment, BP/AR 4119.43/4219.43/4319.43 - Universal Precautions, BP 4151/4251/4351 - Employee Compensation, BP/AR 5145.3 - Nondiscrimination/Harassment, BP/AR 6020 - Parent Involvement, AR 4030 - Nondiscrimination in Employment**

Rationale:

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures - Regulation updated to delete material related to complaints regarding noncompliance with health and safety requirements in a license-exempt CSPP program as such complaints have been moved to BP/AR 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument. Exhibit (3) 1312.3 - Williams Uniform Complaint Procedures - Exhibit presenting example of classroom notice for CSPP health and safety complaints moved to E(1) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument. Exhibit (4) 1312.3 - Williams Uniform Complaint Procedures - Exhibit presenting a sample complaint form for CSPP health and safety complaints moved to E(2) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument. Administrative Regulation 3231 - Impact Aid- New regulation addresses requirements of Title VII Impact Aid, which provides assistance to districts with concentrations of children residing on lands owned by the federal government, including Indian lands. Districts with children residing on Indian lands are mandated to adopt policy and procedures with specified components, including, but not limited to, consultation with Indian tribes and parents/guardians of students living on Indian lands in the planning and development of programs and activities supported by Impact Aid. Board Policy 4112.9/4212.9/4312.9 - Employee Notifications - Policy updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit. Exhibit 4112.9/4212.9/4312.9 - Employee Notifications - Exhibit updates Section I (All Employees) to (1) delete cite to 2 CCR 11024 which does not directly include a sexual harassment notice requirement; (2) indicate that the notification regarding a public hearing on an alternative schedule for secondary grades is addressed in BP 6112 rather than the AR; (3) delete an item regarding the oath or affirmation for disaster service workers since law does not specifically require an employee notification; (4) indicate that the notification regarding AIDS and hepatitis B was moved from AR 4119.43/4219.43/4319.43 to the BP; (5) indicate that the notification of workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP; and (6) indicate that the notification regarding the district's nondiscrimination policy and complaint procedures are addressed in AR 4030

rather than the BP. Section II (Certificated Employees) updated to expand legal cites for the reelection notice for probationary employees and broaden the item to apply to districts with less than 250 average daily attendance. Section III (Classified Employees) updated to (1) delete the dismissal notice for merit system districts since the personnel commission establishes dismissal procedures for such districts and the notice is not reflected in policy; (2) add another legal cite pertaining to the notice of employee drug testing requirements and indicate that the notification is addressed in AR 4112.42/4212.42/4312.42 rather than the BP; and (3) add a requirement to provide school bus drivers with information regarding post-accident procedures. Section V (Individual Employees Under Special Circumstances) updated to indicate that the notice on potential eligibility for workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP. Board Policy 4113 - Assignment - Policy updated to reflect NEW LAW (AB 1219, 2019) which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy. Administrative Regulation 4113 - Assignment - Regulation updated to make minor corrections for gender neutrality. Board Policy 4119.43/4219.43/4319.43 - Universal Precautions - Policy updated to include material formerly in the AR on the provision of information to employees regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B and appropriate methods to prevent exposure. Policy also adds optional paragraph regarding the inclusion of related information in employee handbooks. Administrative Regulation 4119.43/4219.43/4319.43 - Universal Precautions - Regulation updated to add a definition of occupational exposure and delete other unnecessary definitions. Section on "Employee Information" moved to BP. Section on "Infection Control Practices" revised to delete detailed requirements that are specifically applicable to employees identified as having occupational exposure, which are addressed in BP/AR 4119.42 - Exposure Control Plan for Blood borne Pathogens, and to delete items with limited applicability in school settings. Board Policy 4151/4251/4351 - Employee Compensation - Policy updated to delete Labor Code citation that is not applicable to public agencies and instead reflect Education Code provisions related to overtime compensation for classified employees. Board Policy 5145.3 - Nondiscrimination/Harassment - Policy updated to reflect law prohibiting discrimination based on medical condition and to reflect NEW LAW (AB 34, 2019) which requires the district, starting in the 2020-21 school year, to post its nondiscrimination policies, and specified state and federal laws regarding discrimination, bullying, and harassment, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Administrative Regulation 5145.3 - Nondiscrimination/Harassment - Regulation updated to reflect NEW LAW (AB

34, 2019) which requires the district, starting in the 2020-21 school year, to post its nondiscrimination policies, specified state and federal laws regarding discrimination, bullying, and harassment, and a link to CDE resources in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Regulation also reflects NEW LAW (AB 711, 2019) which requires the district to update a former student's records upon receiving government-issued documentation or a written request for a name and/or gender change. Board Policy 6020 - Parent Involvement - Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies. Administrative Regulation 6020 - Parent Involvement - Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law. Administrative Regulation 4030 - Nondiscrimination in Employment - Regulation updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026) which require that allegations of sexual harassment that meet the federal definition be investigated through Title IX complaint procedures, as described in AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, rather than the complaint procedures detailed in this regulation.

Minutes:

Dr. Young explained that this is general practice to continue to update our district policies. We meet with our board policy review committee which includes Trustees Maselli and Moss once a month and then we bring them forth as an information item for first reading and then they will be brought back at the following meeting of November 19th for approval and adoption.

### **13. NON-CONSENT ACTION ITEMS**

#### **13.1. Consideration and Approval of Request for BHS Student-Athletics to Begin Conditioning; CIF Schedule for 2020-2021 Athletics**

Rationale:

The California Interscholastic Federation (CIF), which governs high school sports in our state, postponed the start of high school athletics to begin on December 7th and has changed the sporting seasons to accommodate changes and challenges of COVID-19 to schools. In preparation to meet the anticipated start dates for high school sports, Benicia High School is presenting, for Board considerable and possible approval, the request to allow small group conditioning to begin as soon as allowable, using outdoor facilities with cohorts and proper safety precautions, and then to move towards the published practice and competition schedule for high school sports based on CIF guidelines and County Safety Guidelines. This presentation will explain those items and how they provide guidance to decision making regarding athletics so that the BUSD Governing Board may take action in deciding whether or not to allow conditioning to begin. Presentation

Minutes:

Dr. Young introduced Principal Kleinschmidt and Coach Holden to present the plan for consideration and approval of this plan. If this is approved then they would bring back to the November 19th meeting the hiring of coaches for this plan to be implemented.

**Motion Passed:** Approval of the Athletics teams moving forward with conditioning as outlined by the BHS team Passed with a motion by Stacy Heldman-Holguin and a second by Mark Maselli.

Yes Diane Ferrucci  
Yes Stacy Heldman-Holguin  
Yes Mark Maselli  
Yes Gethsemane Moss  
Yes Sheri Zada

### **13.2. Consideration and Approval of the Course Outline for BHS and Adult Education**

Rationale:

The course outline of record plays a critical educational role. It is the primary vehicle for course planning. When a course is revised or updated, it is the course outline that records the changes. As such, it forms the basis for a contract among the student, instructor, and institution identifying the expectations which will serve as the basis of the student's grade and give the fundamental required components of the course which the student is guaranteed to receive from the instructor and institution. More than just specifying the required components of the course, the outline of record states the content and level of rigor for which students across all sections of the course will be held accountable. Maintaining academic standards means providing consistent, quality instruction in the classroom. As our courses are taught by various instructors, both full and part-time, it is by reviewing the course outline that they may clearly identify the standards and content of the course they are to teach. When new programs are

designed, it is through the selection of courses and construction of new course outlines that the program design is evaluated for its ability to meet the newly identified needs of students. Tonight the following High School course outlines for Benicia High School will be presented for your consideration and approval:

**CTE Marketing:** This course will be an addition to the CTE pathways currently offered. This course will train students in competencies necessary for preparation for entry-level professional work or college level study within the marketing industry. BHS would like to implement CTE Marketing during the Spring 2021 semester.

**CTE Careers in Education I & II:** These courses create an additional pathway at BHS. These courses would be a revision and expansion of the former Teaching Career Paths class that has been offered at BHS. Careers in Education is a year-long course designed to prepare students for careers in the field of education through both the integration and development of core academic content and field experience. Careers in Education II is a CTE completer level course and is designed to provide junior and senior students with a deeper understanding of human development and effective educational practices by incorporating a work-based learning component.

**BUSD's Adult Education Program,** under the direction of Ms. June Regis, is the recipient of a Federal Workforce Innovation and Opportunity Act (WIOA) grant. A requirement of that grant is to have robust classes that are approved by the Governing Board. These classes have already been approved by CDE. Tonight we are presenting three courses for your consideration and approval.

**Adult Education High School Diploma:** This program is for students 18 years and older completing High School Graduation requirements for their High School Diploma. Students will need to complete 180 credits to earn this Adult Education High School Diploma.

**Adult Education ESL:** This Adult Education course is designed for students 18 years and older that are working to improve their English language skills.

**Adult Education GED:** This program is designed for students 18 years and older who are interested in acquiring their Graduation Equivalency Diploma. Obtaining the GED requires that students pass four GED tests: Math, Social Studies, Science and Reasoning through Language Arts (RLA.)

**CTE Marketing Careers in Education I**

**Careers in Education II**

**Adult Education: High School Diploma Course**

**Adult Education: ESL**

**Adult Education: GED**

**Recommendation:** Approve the course outlines for Benicia High School and Adult Education as presented.

**Motion Passed:** Approval of New Course Outline as Presented. Passed with a motion by Sheri Zada and a second by Mark Maselli.

Yes Diane Ferrucci  
 Yes Stacy Heldman-Holguin  
 Yes Mark Maselli  
 Yes Gethsemane Moss  
 Yes Sheri Zada

### **13.3. Consideration and Approval of the Resolution No. 20-21-09 to start the Request for Proposal process for a new Student Information System**

#### **Rationale:**

For approximately the last 17 years, Benicia Unified School District (BUSD) has used PowerSchool as its Student Information System (SIS). BUSD is currently the only unified district in Solano County to still use PowerSchool. BUSD continues to experience problems with the existing SIS including online registration, duplicate/missing student contacts, Performance Matters, and PowerTeacher Pro. The district has not been successful in its repeated requests to get solutions to these problems. BUSD would like to consider other SIS's through the Request for Proposal (RFP) process. BUSD wants to have one database that meets our SIS needs. With fewer data exports from one database to another, we will minimize problems which in turn provides staff more time to focus on our students. If the board approves the RFP for the SIS system, then that RFP process will be followed, and a recommendation will be brought back to the school board for approval before any changes are made. The board is asked to approve the resolution for the RFP on the SIS. Presentation

**Motion Passed:** Approval of Resolution No. 20-21-09 as presented a roll call vote of 5-0 Passed with a motion by Mark Maselli and a second by Gethsemane Moss.

Yes Diane Ferrucci  
Yes Stacy Heldman-Holguin  
Yes Mark Maselli  
Yes Gethsemane Moss  
Yes Sheri Zada

### **14. ADJOURNMENT**

#### **Minutes:**

President Ferrucci adjourned the meeting at 8:39 pm.

RESPECTFULLY SUBMITTED:

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Clerk

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Secretary