

# **SAN RAFAEL CITY SCHOOLS AGENDA ONLINE MINUTES**

## **Regular Meeting - SRCS Board of Education**

June 08, 2015 5:00 PM

District Office - Boardroom

310 Nova Albion Way

San Rafael, CA 94903

### **I. OPEN SESSION/ROLL CALL 5:00 PM**

Minutes:

President Tuatagaloa convened the meeting to Open Session at 5:15 PM.

Trustees present were:

Natu Tuatagaloa

Rachel Kertz

Linda M. Jackson

Greg Knell

Maika Llorens Gulati

### **II. SPECIAL RECOGNITION: Recognition of 2015 Retirees**

Minutes:

Deputy Superintendent Rosales introduced nine 2015 retirees who were being honored at this meeting. Each retiree was briefly introduced and presented with a certificate of congratulations.

2015 retirees present were:

Stephanie Shouse

Kathy Hokanson

Christina Stroeh

Julie Huson

Manuel Micu

2015 retirees who were honored but not in attendance were:

Jan Maxim

Diana Hylander

Juan Fiesel

Deborah Easley

A brief reception followed the recognition.

### **III. PUBLIC COMMENT on Closed Session**

Minutes:

None.

### **IV. CLOSED SESSION: 5:30 PM**

Minutes:

Pursuant to Government Code sections 54957.6, and 54957, President Tuatagaloa adjourned the meeting to Closed Session at 6:05 PM.

#### **IV.1. GOV. CODE 54957.6: (ESD/HSD) Conference with Labor Negotiator:**

**Name of Agency Negotiator: Michael Watenpaugh, Rebecca Rosales, Chris Thomas**

**Employee Organization/Title: SRFT, SRTA, CSEA**

**IV.2. CLOSED SESSION: Gov. Code 54957 Public Employee Discipline/Dismissal/Release (ESD-1 certificated)**

### **V. RETURN TO OPEN SESSION**

Minutes:

President Tuatagaloa reconvened the meeting to Public Session at 6:19 PM.

### **VI. PLEDGE OF ALLEGIANCE**

Minutes:

Kathy Hokanson led the Pledge of Allegiance.

### **VII. PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

**(Public comment on items that appear on the agenda will be taken at the time the item is addressed by the Board.)**

Minutes:

None.

## VIII. SPECIAL REPORT

### VIII.1. UPDATE: (ESD/HSD): Labor Unions: CSEA, SRTA, SRFT

Minutes:

CSEA:

Carmen Puga and Kathy Hokanson reported on the CSEA Appreciating Classified Employees (ACE) job shadow program held on May 19. Ms. Puga shared a slideshow of photos from the event. Given the success of the event, they requested that the district consider doing this event again in Fall 2015.

Ms. Hokanson noted although she is retiring from the district she will remain active as a North Marin County regional representative for the state level CSEA.

Ms. Puga and Ms. Hokanson presented a plaque of appreciation for district participation in the ACE program, asking that it be displayed in the Human Resources office for all to see.

There was no report at this time from SRTA or SRFT.

### VIII.2. UPDATE: (ESD/HSD) Student Information System and Information Technology Department

**Motion Passed:** Approval of the Regular Meeting of April 27, 2015, the Special Meeting of May 4, 2015, the Regular Meeting of May 12, 2015, and the Regular Meeting of May 26, 2015, with Trustee Llorens Gulati's amendments to the April 27 and May 26 minutes, and noting her abstention on the April 27, 2015 meeting which she did not attend. Passed with a motion by Greg Knell and a second by Linda Jackson.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Abstain Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

Minutes:

VERETE FINAL REPORT:

Via Go-to- Meeting, Nina Magsaysay Rosete of Verete provided a summary of the Verete final report. She reviewed their objective to evaluate: 1) should the District retire Infinite Campus as its Student Information System, and 2) if so, what process should be used to do this?

Ms. Rosete reviewed the process used to interview 27 individuals from various district stakeholder groups. Each individual was asked the same questions. She reviewed a summary of findings from the responses received which identified critical areas of concern: low morale, dissatisfaction with training provided, no hands-on testing of the product provided prior to purchase, and the product received does not look the same as the demo product.

67% of those interviewed agreed that the district should switch to a new SIS; 33% were unsure.

Verete's final recommendation was for a 4 step process to address the issues identified:

- 1) Encourage engaging Aeries.net as the District SIS, with a roll out of August 2015;
- 2) Communicate the recommendation to the Board in this presentation;
- 3) Communicate the recommendation to the individuals who were interviewed in the evaluation process;
- 4) Conduct a check- in with the use of Aeries.net in early October 2015. If the user approval rating is greater than 60%, negotiate a longer contract with Aeries.net; if the approval rating is less than 60% then the District will begin the process to identify a new SIS.

Dr. Zaich responded to Trustee Llorens Gulati's questions regarding the ability to customize areas of Aeries and a search by family ability; he noted caution is needed in the design of special fields to assure data accuracy. Staff also responded to her questions regarding hands-on experience opportunities with Aeries, noting that some opportunities have been provided with positive feedback to date, more opportunities will be offered remotely. In response to Trustee Knell's question regarding assurance that the district would not get a different Aeries product than the demo product, Dr. Zaich reviewed that this process is structured so that a 60% approval rating would be needed before any purchase of product from Aeries so it is in their best interest to provide the best product they have. He also noted that unlike Infinite Campus, there are many county districts that are also using Aeries.net.

Dr. Watenpugh reviewed the draft communication plan. He noted the sensitivity of trying to access the district's data from Infinite Campus was a major concern prior to them being notified of a district switch to a new SIS. Once the district's data had been downloaded, the communication roll out was to the 3 union presidents, site principals and the IT department. After Board direction it will be shared with the community as a whole, including parents, identifying next steps and trainings. He noted that power users will be identified as site experts for a train-the-trainer model based on the number of employees at each site. Power users would be incentivized with a stipend and/or a device for their use.

The Board provided direction to staff to proceed with Verete's recommendation.

#### THINK CONNECTED UPDATE:

Tom Ivers of Think Connected (TC), the information technology (IT) consultant that was brought in to provide support to the District and IT team during the transitional period in the absence of a Chief Technology Officer, provided an update of the services provided since April 1, 2015. He summarized the initial objectives of TC that have been accomplished: to increase bandwidth, provide support for the SBAC testing process, and assistance with the hiring of a new System Tech II.

He reported on the daily support of the IT team and continued service to the District. He reviewed the number of tickets opened and closed and noted a decrease in the backlog of tickets. Daily check ins are being done with IT staff. An activity dashboard for prioritizing, ticketing and processing is being worked on. Ticket reporting is being reviewed each month.

Mr. Ivers provided a summary of Think Connected's recommended higher level goals for the IT department: the development of well-defined and effective processes that can be in place for any future employee turnover, development of standard metrics to handle customer demand; establishment of IT team's clear transparency for administration of activities, priorities, effort and deliverables; and assistance in the replacement of a Database Administrator and a Chief Technology Officer.

Mr. Ivers and staff responded to trustee questions regarding staff looking into the data that shows August historically being the highest ticket count month and developing processes to deal with the volume of tickets; the amount of time it is taking to fill the key positions in the department with the right qualified person; and that after filling the DBA and CTO positions, the IT department as staffed is sufficient to support a district of our size.

### **VIII.3. UPDATE: (ESD/HSD) Common Core State Standards**

Minutes:

Julia Neff, Accountability Coordinator, provided a brief summary on administration of the SBAC. She reported there were 11,057 completed assessments. The IT and Education Services departments worked together ahead of time to troubleshoot anticipated problems. Both departments had staff on site for the first day of each site's testing. The participation rate was 90.6-100% for the ESD and 88.8%-94.9% for the 11th grade. She explained that students have to have participated in both sections to be counted. Feedback from sites has been collected and will be reviewed to make next year's testing run more smoothly. In response to trustee questions, Ms. Neff noted that test results from the CAASP will not be made available for several months, and will be mailed directly to families.

### **VIII.4. UPDATE: (ESD/HSD) Facilities Report**

Minutes:

CBO Thomas provided an update on the master facilities planning process:

- Planning meetings have been happening districtwide. Presentations to Santa Venetia HOA, Northbridge HOA, Marin Builders, and the SRHS neighborhood are coming up.
- The plan is still in progress; looking at scheduling needs into the dollars. Staff are working with the team for bonding capacity with an update to be brought to the Board on June 22.
- A report from Godbe on the polling results which will help complete the plan will be brought to the Board on June 22.
- Staff are looking into other potential state funding sources as well.

- Staff are recommending a Board Study Session be held a week before the July 27 Board meeting if possible.

Ms. Thomas reported that the community feedback so far has been positive; there is excitement about the proposed projects. She responded to questions/comments from trustees regarding planning to develop swing space to keep student bodies together during the modernization, the leasing of portables to place on fields and/or parking lots, use of the MacPhails' site, and continuing partnership with safe routes to schools. Trustee Jackson suggested planning needs to happen soon. Ms. Thomas noted that staff can bring back preliminary information about next steps

**IX. CONSENT AGENDA: (All items appearing on the Consent Agenda are approved in one action by the Board. Trustees, staff or members of the public may request that an item be pulled for discussion prior to Consent Agenda approval.)**

Minutes:

President Tuatagaloa requested that Consent items #1,5,6,7,12,13,14 and 20 be pulled for discussion.

M/S/C: (Jackson, Kertz) the Board voted 5-0 to approve the remainder of the Consent Agenda, with exception of the items pulled, by the following vote:

Natu Tuatagaloa - yes

Rachel Kertz - yes

Linda M. Jackson - yes

Greg Knell - yes

Maika Llorens Gulati - yes

**IX.1. BOARD BUSINESS: (ESD/HSD) Approval of Minutes: Regular Meeting of April 27, 2015, the Special Meeting of May 4, 2015, the Regular Meeting of May 12, 2015, and the Regular Meeting of May 26, 2015**

**Motion Passed:** Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

Trustee Llorens Gulati noted a correction needs to be made to the April 27, 2015 meeting minutes on item X.1 to mark her vote "Absent," as she did not attend that meeting.

Regarding the May 26 meeting minutes, she asked to have her name included as the trustee requesting the second elective task force.

**IX.2. FINANCE: (ESD) Approval of AB 1200 - Disclosure of Proposed Collective Bargaining Agreement Between the San Rafael City Elementary School District and the Certificated and Classified Management and Confidential for the 2014-15 Fiscal Year**

**Motion Passed:** Approval of the AB 1200 - Disclosure of proposed Collective Bargaining Agreement between the San Rafael City Elementary School District and the Certificated and Classified Management and Confidential for the 2014-15 Fiscal Year Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.3. FINANCE: (HSD) Approval of AB 1200 - Disclosure of Proposed Collective Bargaining Agreement Between the San Rafael City High School District and the Certificated and Classified Management and Confidential for the 2014-15 Fiscal Year.**

**Motion Passed:** Approval of the AB 1200 - Disclosure of proposed Collective Bargaining Agreement between the San Rafael City High School District and the Certificated and Classified Management and Confidential for the 2014-15 Fiscal Year Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.4. FINANCE: (HSD) Approval of AB 1200 Disclosure of Proposed Collective Bargaining Agreement Between the San Rafael High School District and the San Rafael Federation of Teachers (SRFT) for 2014-15**

**Motion Passed:** Approval of the AB 1200 Disclosure Documents (SRFT) for 2014-15. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.5. PERSONNEL (ESD): Approval of Elementary School District Personnel, Certificated/Classified**

**Motion Passed:** Approval of all hiring, terminations, transfers, and retirements of employees in the Elementary School District, as revised. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

President Tuatagaloa noted that a revised copy of the Personnel Action Report was received by the Board since the agenda was posted.

**IX.6. PERSONNEL (HSD): Approval of High School District Personnel, Certificated/Classified**

**Motion Passed:** Approval of all hiring, terminations, transfers, and retirements of employees in the High School District, as revised. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

President Tuatagaloa noted that a revised copy of the Personnel Action Report was received by the Board since the agenda was posted.

**IX.7. PERSONNEL (JOINT): Approval of Joint School District Personnel, Certificated/Classified**

**Motion Passed:** Approval of all hiring, terminations, transfers, and retirements of employees in the Joint School District, as revised. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

President Tuatagaloa noted that a revised copy of the Personnel Action Report was received by the Board since the agenda was posted.

President Tuatagaloa recessed the meeting for a brief break at 7:51 PM.

The meeting was reconvened at 8:05 PM

**IX.8. PERSONNEL (ESD/HSD): Approval of Revised 2014-2015 Salary Schedules for Certificated Administrators, Classified Management, Confidential and Classified Coordinator Employees of the San Rafael City Schools Elementary & High School Districts**

**Motion Passed:** Approval of the revised 2014-2015 salary schedules for certificated administrators, classified management, confidential and classified coordinator employees. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.9. FINANCE: (ESD) Ratification of Warrant Register for Warrants Issued May 1, 2015 through May 31, 2015 by the San Rafael Elementary School District**

**Motion Passed:** Ratification of the ESD warrants for May 2015. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.10. FINANCE: (HSD) Ratification of Warrant Register for Warrants Issued May 1, 2015 through May 31, 2015 by the San Rafael High School District**

**Motion Passed:** Ratification of the warrants for May 2015. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.11. FINANCE: (ESD/HSD) Approval of Disposal of Obsolete Equipment/Textbooks for the San Rafael City School District**

**Motion Passed:** Approval of the disposal of obsolete equipment. Passed with a motion by

Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

**IX.12. FINANCE: (ESD/HSD) Approval of Agreement For Legal Services between Fagen Friedman & Fulfrost for the 2015-2016 Fiscal Year**

**Motion Passed:** Approval of the agreement. Passed with a motion by Linda Jackson and a second by Greg Knell.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

Minutes:

Trustee Jackson pulled this item and #13 and #14, also related to legal agreements to request information on how much has been spent with each firm this past year.

CBO Thomas reviewed that legal costs to the district have decreased significantly from a number of years ago.

She reported:

Dannis Woliver and Kelley fees have been \$0 to date.

Fagen Friedman and Fulfrost fees have been \$180,000 to date. This firm provides legal consultation services in the areas of special education, labor negotiations, employee-related issues and student services.

Orbach, Huff, Suarez and Henderson, LLP fees have been \$65,000 to date. This firm provides services in the areas of facilities, contracts and master planning.

Superintendent Watenpugh noted legal costs have continued to remain fairly flat in recent years.

**IX.13. FINANCE: (ESD/HSD) Approval for Agreement for Professional Services between San Rafael City Schools and Dannis Woliver Kelley for the 2015-2016 Fiscal Year**

**Motion Passed:** Approval of the agreement. Passed with a motion by Linda Jackson and a second by Greg Knell.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.14. FINANCE: (ESD/HSD) Approval of Agreement for Professional Services between Orbach, Huff, Suarez & Henderson LLP for the 2015-2016 Fiscal Year**

**Motion Passed:** Approval of the agreement. Passed with a motion by Linda Jackson and a second by Greg Knell.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.15. FINANCE: (ESD/HSD) Approval of Proposal from Godbe Research to Conduct a Bond Feasibility Survey for a Renewal of the Bond Measure**

**Motion Passed:** Approval of the proposal to conduct a public opinion poll for a renewal of the bond measure. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.16. EDUCATION SERVICES: (ESD) Approval of Independent Contractor Agreement for Special Services with Building Educated Leaders for Life (BELL) for Summer Extended Learning Program for Elementary and Middle School Students in June-July, 2015**

**Motion Passed:** Approval of the Independent Contractor Agreement for Special Services with Building Educated Leaders for Life (BELL) for Summer Extended Learning Program for Elementary and Middle School Students in June-July, 2015. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.17. EDUCATION SERVICES: (ESD) Approval of the Memorandum of Understanding Between San Rafael City Schools and Marin Head Start for the 2015 Summer Bridge Program at Bahia Vista and Venetia Valley**

**Motion Passed:** Approval of the Memorandum of Understanding Between San Rafael City Schools and Marin Head Start for the 2015 Summer Bridge Program at Bahia Vista and

Venetia Valley. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

**IX.18. EDUCATION SERVICES: (ESD) Approval Of Memorandum of Understanding Between San Rafael City Schools(SRCS) After School Education and Safety Program(ASES) and Marin County School Volunteer (MCSV)for 2015 Summer LEAP Program at Bahia Vista**

**Motion Passed:** Approval of the Memorandum of Understanding Between San Rafael City Schools(SRCS) After School Education and Safety Program(ASES) and Marin County School Volunteer (MCSV) for 2015 Summer LEAP Program at Bahia Vista. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

**IX.19. EDUCATION SERVICES: (HSD) Approval of Overnight Field Trip for San Rafael and Terra Linda High Schools Swim Team's Participation at the State Championship Swim Meet in Clovis, California on May 21-23, 2015**

**Motion Passed:** Approval of the Overnight Field Trip for San Rafael and Terra Linda High Schools Swim Team's Participation at the State Championship Swim Meet in Clovis, California on May 21-23, 2015. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

**IX.20. EDUCATION SERVICES:(ESD/HSD) Approval of the 2014-2015 Single Plans for Student Achievement (SPSA) for Bahia Vista, Coleman, Glenwood, Laurel Dell, San Pedro, Short, Sun Valley, San Rafael High, Terra Linda High and Madrone Continuation School**

**Motion Passed:** Approval of the 2014-2015 Single Plans for Student Achievement (SPSA) for Bahia Vista, Coleman, Glenwood, Laurel Dell, San Pedro, Short, Sun Valley, Madrone HS, San Rafael HS, Terra Linda HS. Passed with a motion by Linda Jackson and a second by Greg Knell.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

Trustee Jackson noted that the data and results in the plans appear stagnant in terms of student achievement growth and A-G/college to career ready; need to focus on these areas as the district moves forward with the LCAP. Superintendent Watenpaugh noted staff will be looking at the policy for reporting pupil progress and notification to parents when students are in danger of failing. Assistant Superintendent MacLean added that staff will be taking a more in-depth look at A-G data on a student by student basis. Site plans will come back to the Board next year with an accelerated timeline after the SBAC information is received, and with tighter alignment to revised goals.

**IX.21. EDUCATION SERVICES: (ESD) Approval of Agreement for Special Services for the Afterschool Education and Safety (ASES) Programs to Bay Area Community Resources (BACR) for the Summer Supplemental Program, 2015**

**Motion Passed:** Approval of the Agreement for Special Services for the Afterschool Education and Safety (ASES) Programs to Bay Area Community Resources (BACR) for the Summer Supplemental Program, 2015. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.22. SECOND READING: EDUCATION SERVICES (ESD/HSD) Approval of the Adoption of New Board Policy and Administrative Regulation 5142.2 Safe Routes to School**

**Motion Passed:** Approval of the new Board Policy and Administrative Regulation 5142.2 Safe Routes to School. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

**IX.23. FACILITIES: (ESD) Approval of Award of Contract to Wildcat Engineering for the Fire Hydrant at San Rafael High School**

**Motion Passed:** Approval of the Contract. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell

Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

## **X. DISCUSSION/ACTION SESSION**

### **X.1. PERSONNEL (HSD): Presentation and Approval of Tentative Agreement Between San Rafael City Schools High School District (SRCS) and San Rafael Federation of Teachers (SRFT)**

**Motion Passed:** That the Board approves the Tentative Agreement dated May 28, 2015 between San Rafael City Schools High School District and the San Rafael Federation of Teachers. Passed with a motion by Greg Knell and a second by Linda Jackson.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

Deputy Superintendent noted this item has typically appeared on the Consent Agenda in past years, but it was placed on Discussion/Action so that she could express as requested by the SRFT, the pleasure and appreciation from their members for this agreement.

### **X.2. PERSONNEL (ESD/HSD): Review and Approval of 2015-2016 Declaration of Need for Fully Qualified Educators (K-12)**

**Motion Passed:** Approval of the attached Declaration of Need for Fully Qualified Educators for 2015-2016. Passed with a motion by Rachel Kertz and a second by Greg Knell.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

### **X.3. FINANCE: (ESD/HSD) Approval of Receipt of Donation to San Rafael City Schools District**

**Motion Passed:** Acceptance of the donations. Passed with a motion by Linda Jackson and a second by Greg Knell.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

#### **X.4. FINANCE: (ESD) Approval of Budget Revision #3 for the San Rafael City Elementary School District for the 2014-15 Fiscal Year**

**Motion Passed:** Approval of the Budget Revision #3 Passed with a motion by Rachel Kertz and a second by Greg Knell.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

#### Minutes:

CBO Thomas provided highlights on this as one of the final budget revisions of the year:

- Negative variances for ERAF reviewed; net change in ERAF is \$204K; ERAF impacts cash flow
- Special education contributions went down
- Increase in books/supplies fluctuations
- Increases in nursing contracts
- Contract costs related to TBWB and AVID contracts.
- Outside printing costs related to master facilities planning
- 5% reserve, only changed by \$52K
- Deficit spending \$450K, but includes many one-time items

#### Restricted budget:

- Math and science grant CAAMPS budget reviewed
- QEIA net is \$53K, but final is \$59K from the state; it will be pushed out in carryover
- Repurposed funds for Chromebooks
- Special education contracts fluctuations and modifications were reviewed
- Special education transportation went down. Excess costs billed back from MCOE went down.
- Ending fund balance for restricted budget is \$291K

Trustee Jackson pointed out how close last year's adopted budget (Column A) is to this budget revision (Column D), showing projections were very close.

**X.5. FINANCE: (HSD) Approval of Budget Revision #3 for the San Rafael City High School District for the 2014-15 Fiscal Year**

**Motion Passed:** Approval of Budget Revision #3. Passed with a motion by Greg Knell and a second by Rachel Kertz.

Yes Linda Jackson  
Yes Rachel Kertz  
Yes Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

CBO Thomas revised highlights in the HSD Budget revision #3:

- Even though the HSD is basic aid, the same LCFF calculations still have to be done.
- Very few variances
- Solid projections for state aide District of Choice funding
- AP testing reimbursement
- Special education contributions hardly change
- Staffing changes reflect certificated and classified salary increases
- \$1.3M deficit spending
- Maintaining contingencies and 10% reserve in ending fund balance

In response to Trustee Jackson's questions, Ms. Thomas noted that STRS/PERS increased costs would be reviewed later in the preliminary budget report, and that a summary will be brought to the board regarding the ending fund balance closing with \$700K less than we started with at the beginning of the year. She noted secure taxes will be key.

Restricted budget reviewed:

- Parcel tax estimates were slightly overstated
- Other local revenues and special education contribution slightly down
- Staffing changes reflect CCSS funding and the retroactive salary increase costs
- December 1 pupil count estimates were reviewed

- \$102K carryover into next year

#### **X.6. EDUCATION SERVICES:(ESD) Presentation and Discussion of the Preliminary 2015-2018 Local Control Accountability Plan for the San Rafael Elementary District**

**Motion Passed:** This item presents for Board review and preliminary approval the 2015-2018 Local Control Accountability Plan for the San Rafael Elementary District. Passed with a motion by Greg Knell and a second by Linda Jackson.

Yes Linda Jackson

Yes Rachel Kertz

Yes Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

Minutes:

Assistant Superintendent Dr. Harriet MacLean presented the preliminary Local Control and Accountability Plan (LCAP) for the Elementary School District. She framed the philosophy with the development of the LCAPs as based on alignment with differentiation, starting with the Board/Superintendent goals.

She provided highlights in each of the 5 LCAP goal areas, noting the involvement processes, goals, annual update section, and proportionality:

Goal 1: CCSS Implementation Plan team's 3 year plan approved to align for development of common units districtwide for K-8; implementation of the RTI model; and development of an EL and RFEP monitoring program.

Goal 2: professional development focusing on collaboration and alignment; an additional instructional coach for intervention to be added; expansion of the SEAL program to Bahia Vista, San Pedro, and Laurel Dell; and professional development for site leaders' focus on teaching and learning.

Goal 3: additional Davidson MS campus security; bond measure preparation and master planning with no general funds being spent; and home-to-school transportation.

Goal 4: refinement of a communications plan; focus on increased customer service and parent engagement; redesign of district website; reimplementing of the student and staff Gallup polls to collect more data to add to the baseline data from 2 years ago; and the addition of a full-time Community Liaison position for Special Education.

Goal 5: a focus on nursing, counseling, PBIS, and restorative practices in response to feedback received; development of a task force to evaluate the addition of a second elective at the middle school; expansion of the Playworks program.

Annual Update: 2014-15 is Year 0 of this LCAP. The focus for this section is on: what did we say we were going to do, what we think we did, what funds will be spent to the end of this fiscal year, what did we learn, and what changes we need to make in each of the goal areas. Dr.

MacLean provided examples of this focus with the enhanced alignment for development of CCSS units and the expansion of the SEAL program in this LCAP.

Proportionality: Staff provided an explanation of proportionality as the required calculation of what portion of the Local Control Funding Formula (LCFF) funds are attributable to concentration and supplemental grant dollars, which are specifically earmarked for the student target groups of English Learners, socio-economically disadvantaged youth, foster youth, and special education. The proportionality has gone up to \$4.7M for next year with an adjustment to be brought to the Board on June 22 for an additional \$300K. The use of the funds has to be measured to show evidence of increased services for students. Staff have worked with consultant West Ed for criteria used to meet proportionality. The differences between schoolwide and targeted services for students were reviewed. The Marin County Office of Education (MCOE) has provided technical feedback to the district which will be evaluated and incorporated into the LCAP; qualitative and quantitative detail to be added. MCOE noted they were impressed with the district's draft LCAP and the engagement process used to gather feedback.

Staff responded to trustee Kertz's questions regarding the similarities of proportionality to previous restricted funds.

Trustee Jackson requested clarification language in the future on the use of concentration grants; that they are not being used for general running of schools and teacher salaries; also use clarity language to this point in future AB1200 reports. Ms. Jackson also requested a change to the language that references the 'establishment' of a Parent Advisory Committee (PAC) at the beginning of the year, noting it has already been established and should be referenced as 'reconvening' of the PAC.

Trustees discussed the use of the language 'subject to negotiations' in reference to the second elective task force item, noting clarity and consistency are needed throughout the LCAP regarding any negotiable items.

Trustee Llorens Gulati raised the need for timely translation and interpreting services for parents during the LCAP process is vital. She noted the establishment of a committee to discuss efficiency and effectiveness of these services may take a while, and there is a need for immediate attention to this issue for Spanish speaking parents' engagement. Certified versus non-certified translation, and the challenges of keeping up with translations with the consistent changes that occur as the LCAP is developed, were discussed. Trustee Llorens Gulati requested something be put in place to address the immediate needs while a committee evaluates a plan.

Trustee Knell left the meeting at 9:31 PM.

#### **X.7. EDUCATION SERVICES:(HSD) Presentation and Discussion of the Preliminary 2015-2018 Local Control Accountability Plan for the San Rafael High School District**

**Motion Passed:** This item presents for Board review and preliminary approval of the 2015-2018 Local Control Accountability Plan for the San Rafael High School District. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz  
Absent Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

Dr. MacLean reviewed the similarities between the ESD and HSD actions and services, and highlighted some differences from the Elementary District LCAP in each goal:

Goal 1: the CCSS implementation plan, assessment systems, instructional materials, RTI items are also included in both the ESD and HSD LCAPs. Dr. MacLean noted the use of more one-time funds in the HSD.

Goal 2: Literacy leads to serve as site coaches, aligning with each other and then working at their respective sites for school alignment.

Goal 3: a needs assessment for athletics to be conducted.

Goal 4: the language to change 'establishment' of a PAC to 'reconvene' will be changed in the HSD as well as ESD.

Goal 5: School-to-Career partnership continuing; Career Technology will increase to 2 sections at each high school next year; PBIS and restorative practices plans will be finalized and implemented; the suicide prevention education program will continue.

Annual update: Year 0 differences from ESD were reviewed: update on literacy leads, and the planning for a summer institute next week.

Proportionality: More than doubled from last year. The HSD met the minimum proportionality and exceeded it by more than \$500K (some one-time funds).

Trustee Jackson shared her observations on the need for a meaningful measurement for annual measurable outcomes.

The following individual addressed the Board on this item:

Graham Balch, LCAP Parent Advisory Committee member, regarding the requests from parents for the district to be clear about qualitative and quantitative measures to note if the district is succeeding in goal areas or not; for next year make each of the goals measurable. Dr. Watenpaugh noted as sites develop their goals they will be SMART goals tied to the LCAP.

#### **X.8. FINANCE: (ESD) Approval of the Preliminary Budget for the San Rafael City Elementary School District for the 2015-16 Fiscal Year**

**Motion Passed:** Approval of the preliminary budget assumptions for the 2015-16 Fiscal Year Budget. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

Yes Linda Jackson

Yes Rachel Kertz  
Absent Greg Knell  
Yes Ms. Maika Llorens Gulati  
Yes Natu Tuatagaloa

Minutes:

CBO Thomas provided an explanation of proportionality and supplemental concentration grant requirements for targeted students. She reviewed assumptions for ADA, COLA, basic LCFF information, and expenditures.

Ms. Thomas highlighted:

- variances between Budget Revision #3 which the Board just approved, with this preliminary budget; a \$5M increase intended to fund district growth, also including proportionality.
- One-time funds of \$2.6M from a backlog of state mandate funding
- Local donation increases
- Contributions to restricted programs, mostly special education and routine restricted maintenance which the district is now obligated to put in as 3% of the adopted budget.
- Marin Pupil Transportation Authority costs for special education will go up
- Teacher and classified salary increases and step and column
- STRS increases for the next years out
- CCSS materials and assessment expenditures and Chromebooks and devices for students and staff. A computer replacement plan in place.
- Property and liability going up 10%; utilities anticipated to go up as well. Staff are working on a water conservation and drought plan to balance saving district fields and meeting 25% water reduction requirements.
- \$30K for an anticipated School Board election in November
- Home-to-school transportation going up approximately \$70K
- Capital equipment going down
- \$2.2M revenues over expense; will go up to \$2.5M with a manual adjustment on the final budget
- GASB 45 increase.

Ms. Thomas provided a summary of adopted reserves and the reserve cap and reviewed a handout on GASB 45 unfunded liability. She reviewed the impacts of STRS and PERS and potential special education residential placements on the budget. Ms. Thomas also noted that Kindergarten enrollment is flattening out this year; too early to tell if this will be a trend. The district still showing projected growth of 180 students next year.

**X.9. FINANCE: (HSD) Approval of the Preliminary Budget for the San Rafael City High School District for the 2015-16 Fiscal Year**

**Motion Passed:** Approval of the preliminary budget assumptions for the 2014-15 Fiscal Year Budget. Passed with a motion by Rachel Kertz and a second by Ms. Maika Llorens Gulati.

Yes Linda Jackson

Yes Rachel Kertz

Absent Greg Knell

Yes Ms. Maika Llorens Gulati

Yes Natu Tuatagaloa

Minutes:

Ms. Thomas highlighted:

- One-time state funds of \$1.3M
- Projection of 6% increases in secure taxes
- Projection of going up 67 ADA
- Flat state aide assumed
- Interdistrict transfers are down
- Community redevelopment funds
- Addition of 1.8 FTE
- Step and Column and salary increases for teachers and classified
- Increase in instruction coaches sections
- Increase in STRS costs
- Materials and supplies costs going down
- Board election costs in November
- Legal services costs are going down
- Professional consultant costs are being reduced

- Capital improvement costs mostly eliminated
- All leases with the exception of those for district vehicles, have been paid off
- GASB 45; \$2M in Fund 20
- Ending fund balance has not changed much from Budget Revision #3 and this preliminary budget
- Special education revenue has slightly increased
- Projections for enrollment reflect that growth has stabilized slightly, however, Ms. Thomas noted the incoming newcomer population is hard to predict.
- The negative \$509K in the excess of revenues over expense column reflects actual deficit spending of \$1.8M

**X.10. INITIAL CONSIDERATION: EDUCATION SERVICES (HSD) Approval of New Courses of Study: Broadcast Communication, Advanced Placement European History, Spanish Language & Literature 3P, AP Physics 2 and Texts: Big Ideas for Grades 6-8, Tejidos, Spanish Language & Literature 3 P**

Minutes:

Assistant Superintendent MacLean reviewed the new courses proposed. They have been reviewed by the Secondary Curriculum Advisory Council, with teacher input. The addition of AP courses will provide more access to AP classes for students. She noted that staff have worked to clean up course numbers this year. A course catalog for commonality in the district will be developed for next year. Dr. MacLean responded to questions from trustee Kertz regarding validation of courses by the UCs.

**X.11. STUDENT SUPPORT SERVICES (ESD/HSD): Approval of the Triennial Update of the Marin Countywide Plan for Expelled Youth**

**Motion Passed:** Approval of the updated plan, with Trustee Jackson's commendation to the county on their new facility for students. Passed with a motion by Linda Jackson and a second by Rachel Kertz.

- Yes Linda Jackson
- Yes Rachel Kertz
- Absent Greg Knell
- Yes Ms. Maika Llorens Gulati
- Yes Natu Tuatagaloa

Minutes:

Staff reviewed that this plan needs approval from participating districts. Trustee Jackson noted her disappointment that there were not numbers of students in the report to see how

successful the program is for SRCS students.

## **XI. CONFERENCE SESSION**

### **XI.1. Report Out Action from Closed Session**

Minutes:

No reportable action was taken.

### **XI.2. Agenda Items for Future Meetings**

Minutes:

Maika Llorens Gulati requested a report on a safety plan for the back of Davidson MS. Staff noted a safe routes to schools plan can be provided in the fall.

### **XI.3. Board Member Reports**

Minutes:

Maika Llorens Gulati:

- She attended the Marin Community United dinner.
  
- She attended a May 28 Marin School Volunteers visit to Laurel Dell; how can we recruit parents to volunteer?
  
- She attended the Short and DMS Open Houses
  
- She attended the DMS band performance
  
- She joined the Gold Ribbon Schools recognition of Davidson MS
  
- She attended a May 13 BBQ and tennis rally for SRHS
  
- She joined a June 2 SRHS Athletic Boosters' meeting
  
- She joined a June 3 Marin Promise College Readiness Action Team presentation
  
- She joined the June 5 Kindergarten Mov'n On ceremony at Glenwood
  
- She attended the June 1 LCAP PAC meeting

Linda M. Jackson:

- She attended the Marin Community United meeting; 40% of district employees come from outside of county.
  
- She attended the May 29 DMS Gold Ribbon recognition

- On May 29 she toured Sun Valley School with principal Julie Harris
- On May 30 she attended the forum on SBAC testing; trustees Llorens Gulati and Kertz were also present
- She attended the June 1 LCAP PAC committee meeting at DMS; a good structure for feedback
- She attended the June 2 DELAC meeting, the last of the year. She noted the San Pedro PTA president's interest in the principal selection process. Superintendent Watenpaugh noted information will be shared with the San Pedro community about the process very soon.
- She reported on the June 3 Marin Promise meeting she attended with trustee Llorens Gulati.
- She attended the June 3 Glenwood Open House and the June 4 DMS Open House
- She attended the Sun Valley dance performance on June 4, the June 5 San Pedro Queremese, and Christina Stroeh's retirement party.

Rachel Kertz:

- She noted a list that was emailed that included her attendance at SIS and IT meetings, the Community United Dinner, the SBAC workshop for parents, the HeadsUp Pacifics game event, and the TL awards night.
- In addition she highlighted she attended the SBAC workshop for parents on Saturday. To hold it on a weekend day was aligned with the district's community engagement goal; participation was good.

Natu Tuatagaloa:

- He attended his last DMS Open House as a parent of a student at the school
- He attended the SRHS parent athletic night
- He attended the SRHS WeR SR meeting on Friday for a master facilities plan presentation
- He attended the DMS 8th grade dance.

#### **XI.4. Superintendent(s) Activity Report**

Minutes:

- Last Friday the founder of the GLAD program visited Short School. She was very complementary of the district and the board, and validated the work Short teachers have done to build the program.

-He attended the SRHS Banyan program exhibition. Students created fictional versions of their life histories. The student writing was phenomenal and powerful. Banyan teachers used a good model, allowing students to do their work over and over again until they could get their very best work.

- The San Pedro elementary principal position closes on June 22; bilingual applicants are among those who have applied so far. Communication regarding the principal selection process will be shared with the San Pedro community soon.

**XII. READJOURNMENT to Closed Session (if necessary)**

**XIII. NEXT REGULAR MEETING - June 22, 2015**

**XIV. ADJOURNMENT (and Closed Session Report Out, if necessary): 9:00 P.M. (approximate time)**

Minutes:

There being no further business, President Tuatagaloa adjourned the meeting at 10:40 PM.

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President

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Superintendent