

SAN RAFAEL CITY SCHOOLS AGENDA ONLINE MINUTES

Regular Meeting - SRCS Board of Education

August 24, 2015 6:00 PM
District Office - Boardroom
310 Nova Albion Way
San Rafael, CA 94903

Attendance Taken at 5:05 PM:

Present:

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

I. OPEN SESSION/ROLL CALL 5:00 PM

Minutes:

President Tuatagaloa convened the meeting to Open Session at 5:04 PM.

II. PUBLIC COMMENT on Closed Session

Minutes:

None.

III. CLOSED SESSION

Minutes:

Pursuant to Government Code sections 54957.6 and 35146 the Board adjourned to Closed Session at 5:05 PM.

III.1. GOV. CODE 54957.6: (ESD/HSD) Conference with Labor Negotiator:

Name of Agency Negotiator: Michael Watenpaugh, Robert Pasley, Chris Thomas

Employee Organization/Title: SRFT, SRTA, CSEA

III.2. GOV. CODE 35146:(HSD) Consideration of Student Matter - Confidential Information Involved

IV. RETURN TO OPEN SESSION

Minutes:

President Tuatagaloa reconvened the meeting to Open Session at 6:02 PM.

V. PLEDGE OF ALLEGIANCE

Minutes:

Lars Christensen led the Pledge of Allegiance.

VI. ADMINISTER OATH OF OFFICE TO NEW 2015-2016 STUDENT BOARD MEMBER JESSECA CHUNG

Minutes:

Ms. Chung was not present. She will be sworn in at the September 8th meeting.

VII. STUDENT BOARD REPORTS

Minutes:

Lorrie Narcisse, San Rafael HS:

- She reported on ASB's preparations for the start of school.
- The first day of school was great; ASB and Link Crew were available to assist new students on campus.
- The Back-to-School rally was held on Friday, a welcome back for all. Spirit points were introduced this year; competitive fun for all.
- SRHS is starting a Student Senate with 2 student representatives from every advisory class; approximately 120 students. The first meeting will be held next week during an advisory period.
- The parking lot was restriped over the summer with 42 more spaces added for teachers. Student parking passes are being issued.

VIII. 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:

-Lars Christensen expressed his thanks to the board, superintendent, and superintendent's cabinet for their support of him as principal of Terra Linda HS for the past 10 years, noting all he has learned about the importance of systems to address student learning needs to prepare all students for the outside world.

IX. SPECIAL REPORT

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

Minutes:

CSEA:

President Carmen Puga:

- SRCS's participation in the CSEA Appreciate Classified Employees (ACE) program was featured in the CSEA Focus magazine. She expressed thanks to district administration and board for their support in allowing the program to happen in San Rafael City Schools. Dr. Watenpaugh noted that his cabinet is discussing doing the program again in the near future.

- She thanked Dr. Watenpaugh and staff for a great Welcome Back Kick-off to the new school year last week, noting the alumni video was appreciated by staff.

- Everyone is happy Aeries is back! She expressed that this was the best opening of school at Terra Linda HS in years.

- She looks forward to a good year and working collaboratively with all.

SRTA:

Molly O'Donoghue shared her personal view that the school year is off to a good start. She is looking forward to Fountas and Pinnell and Aeries implementation and seeing how it all helps students. Her site is excited about the school year.

SRFT:

There was no update at this time.

IX.2. UPDATE: (ESD/HSD) Common Core State Standards

Minutes:

Dr. Harriet MacLean distributed the 2015-16 Professional Development Plan Instructional Leadership Learning Team (ILLT) Syllabus for the year. She reviewed slides the of collaborative work of teachers on their early back day, pointing out how their work is all connected to board/district goals. She noted principals' collaborative planning of the teacher workday agendas, planning how the goals and 3 year implementation plan would be presented. She highlighted graphic organizers developed by Venetia Valley teachers for each of the 5 goals. Two vertically aligned ILLTs will continue meeting each month. Team 1 begins meeting tomorrow. She noted that the culture shift with collaborative work can be felt everywhere in the district. Learning was happening on the first day of school, connected to the board's 5 goals. In response to questions from Trustee Kertz she noted that the two ILLT teams will try to meet at the end of the school year.

IX.3. UPDATE: (ESD/HSD) Local Control and Accountability Plan (LCAP)

IX.3.1. Marin Promise Data Analytics (ESD/HSD)

Minutes:

Dr. Zaich reported on data and collaboration meetings with Marin Promise. He provided a sample of how the work and priorities of the district will be monitored, what the data analytics are, and how they will align with district goals. In response to questions from Trustee Llorens Gulati he noted that the work of Marin Promise is in alignment with overlapping district goals. Dr. Watenpaugh noted that the data

collected is provided by the district. Dr. Zaich noted that the implementation of iResults will show progress toward district goals on a dashboard basis. Dr. Watenpaugh reviewed the district will also use templates for baseline data and growth measurement from Data First, a data tool used by the California and National School Boards Associations. In response to questions from Trustee Jackson, Dr. Zaich reviewed that the data work will be used with the LCAP Parent Advisory Committee. He also noted that this year's process will include more active student participation. Trustee Jackson recognized George Pegelow of the ACLU who was in the audience, as someone who can assist to maximize student input this year.

IX.4. UPDATE: (ESD/HSD) Student Information System Implementation

Minutes:

CTO Carrie Pedraza provided an overview of the number of work order tickets with high satisfaction rate that the Information Technology staff solved in the last 30 days and on the first day of school. She is following up personally with 2 individuals who gave an unsatisfactory rating to their tickets. She reviewed the Aeries integration progress made, and Parent Portal information. One IT staff member will be working one night a week to respond to Parent Portal questions once it is opened for parents and students. IT will also have a Parent Portal table at Back to School nights for families. Trustee Kertz asked that the letter communication about the Parent Portal be shared with sites before it is released to parents/guardians. Ms. Pedraza also reported on Aeries training, roundtable forums, Tech Jedi support and development progress. A staff survey will be done in mid-October to gather feedback on Aeries and the implementation.

Trustees discussed Dr. Zaich's request for board direction regarding whether the SIS updates should continue on every regular board meeting agenda from this point forward. At Trustee Llorens Gulati's request, one more update will be brought to the board as the Parent Portal is being launched. President Tuatagaloa suggested quarterly updates after that. Student member Lorrie Narcisse shared her perspective of the Aeries implementation as a student, noting it has been a smooth transition.

IX.5. UPDATE: (ESD/HSD) Facilities Report

Minutes:

CBO Thomas reported:

- Although the district anticipated the need for additional furniture, the biggest challenge with the opening of school has been having enough desks and other furniture needed for growth and replacement of unusable inventory.
- Staff are already planning in anticipation of a busy summer in 2016. They are beginning to work on a swing space plan to prepare for potential master facility planning implementation.
- Staff are beginning to check weather sealing on portables around the district for a potential El Nino winter.
- She noted for the board as they visit sites on Back to School nights that fields around the

district will not look as good as in the past due to the drastic water conservation measures that have been taken during the drought.

- The tree at San Rafael HS that posed a potential safety threat has been taken down. The stump has been ground down to allow for another tree to be planted in its place.

X. 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:

Trustee Jackson requested Consent Agenda items #1-4, and #10 be pulled for discussion. Trustee Kertz requested item #9 be pulled, and Trustee Llorens Gulati requested items #2,7 and 8 be pulled for discussion. Given the number of items being pulled, President Tuatagaloa noted that all Consent Agenda items would be taken individually.

X.1. BOARD BUSINESS: (ESD/HSD) Approval of Minutes: Regular Meeting of June 24, 2015, Special Study Session of July 27, 2015, Regular Meeting of July 27, 2015, Regular Meeting of August 10, 2015, the Special Meeting of August 13, 2015, and the Special Closed Session Meeting of August 19, 2015

Motion Passed: Approval of the minutes for: Regular Meeting of June 24, 2015, Special Study Session of July 27, 2015, Regular Meeting of July 27, 2015, Regular Meeting of August 10, 2015, the Special Meeting of August 13, 2015, and the Special Closed Session Meeting of August 19, 2015, as amended, and with Trustee Jackson abstaining from the Minutes of August 19. Passed with a motion by Linda Jackson and a second by Ms. Maika Llorens Gulati.

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

Minutes:

Trustee Jackson noted her corrections to minutes of the regular meetings of July 27 and August 10, which were highlighted with the item. In addition, Trustee Llorens Gulati made corrections to the August 10th regular meeting, requested that her name be mentioned as the trustee who asked for additional information in item # VIII.5, and that her comments in item VIII.3 be changed to reflect her suggestion that " drought resistant plants and succulent be used at Davidson MS and in the Zen Garden."

X.2. 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 amended. 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:

President Tuatagaloa noted the ESD Personnel Action report was revised after the agenda was posted. In addition, Trustee Llorens Gulati pointed out a correction that needed to be made to the contract of Venetia Valley music teacher Mateo Dillaway to reflect the addition of .2FTE paid through support from the HeadsUp Foundation.

X.3. 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 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:

President Tuatagaloa noted the HSD Personnel Action report was revised after the agenda was posted.

X.4. PERSONNEL: (ESD) Approval of New Job Description for Administrative Assistant, Superintendent's Office

Motion Passed: Approval of the job description. 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 asked that reference to a board meeting once a month be changed to 2 board meetings a month, as has been practice. She suggested the district also look at additional staffing needs at school sites with the enrollment growth.

X.5. 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 and textbooks. 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.6. FINANCE: (ESD) Ratification of Warrant Register for Warrants Issued July 1, 2015 through July 31, 2015 by the San Rafael Elementary School District

Motion Passed: Ratify the Elementary District warrants for July 2015. 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

X.7. FINANCE: (HSD): Ratification of Warrant Register for Warrants Issued July 1, 2015 through July 31, 2015 by the San Rafael High School District

Minutes:

Trustee Llorens Gulati pointed out that there was no HSD warrant report attached to the item. CBO Thomas pulled the item from this agenda, noting it will be brought back to the next agenda with the backup report attached. No action was taken at this time.

X.8. FINANCE: (ESD/HSD) Approval of SubFinder Customer Agreement for Absence Management and Substitute Placement Services (Subfinder) between San Rafael City Schools and Frontline Technologies from August 1, 2015 through July 31, 2016

Motion Passed: Approval of the renewal agreement. 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:

In response to Trustee Llorens Gulati's request for more information, CBO Thomas provided background that this agreement has been renewed each year since 2008 for fully automated employee absence reporting, substitute placement, and data analysis processes. In the past the agreement has been with CRS Inc. which has been bought by Frontline Technologies. President Tuatagaloa suggested staff confirm version control with Frontline, and to keep on an eye on pricing changes that Frontline may try to introduce.

X.9. EDUCATION SERVICES:(ESD/HSD) Approval of School Instructional Minutes and Bell Schedules for 2015-2016

Motion Passed: Approval of School Instructional Minutes and Bell Schedules for 2015-16 school year. 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:

Trustee Kertz noted that Columbus Day and Thanksgiving break are not aligned with the Dixie calendar which may raise some questions from parents. In response to her questions regarding changes from year to year and union approval of instructional minutes, staff noted that bell schedules and instructional minutes have stayed consistent over the years, and that per teacher contracts, changes in the instructional minutes require an approval by membership vote. Molly O'Donoghue of SRTA responded that the union is okay with the minutes as they are presented. CBO Thomas responded to questions from Trustee Llorens Gulati regarding the average minutes by grades and school. President Tuatgaloa praised the collaboration between the districts to develop the calendar each year. Trustee Jackson noted her concern with 1/3 fewer excess instructional minutes at some sites as compared to others; a question of equity. She suggested this topic be raised with the ILLT teams for review.

X.10. EDUCATION SERVICES: (HSD) Approval of Overnight Trip for Terra Linda High School Students to Attend The Climate Reality Leadership Corps Training in Miami, Florida on September 27-30, 2015.

Motion Passed: Approval of the overnight trip for Terra Linda High School students to attend The Climate Reality Leadership Corps Training in Miami, Florida on September 27-30, 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

Minutes:

Trustee Jackson clarified that this was a trip of Marin School of Environmental Leadership students.

X.11. FACILITIES: (HSD) Approval of Change Order #001 to the Contract with Mobile Modular Management Corporation for the Relocation of Modular Buildings at the San Rafael High School

Motion Passed: Approval of the Change Order #001 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

X.12. FACILITIES: (HSD) Approval of Change Order #001 to the Contract with Wildcat Engineering for the Fire Hydrant at the San Rafael High School

Motion Passed: That the Board approves Change Order #001 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

XI. DISCUSSION/ACTION SESSION

XI.1. 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 Rachel Kertz and a second by Ms. Maika Llorens Gulati.

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

XII. CONFERENCE SESSION

XII.1. Report Out Action from Closed Session

Minutes:
No reportable action was taken.

XII.2. Agenda Items for Future Meetings

Minutes:
President Tuatagaloa requested a report on instructional minutes: how they work and how it affects students and staff.

Trustee Knell requested staff look at site administrative support needs in the Elementary District due to increased enrollment. He also requested reports on where the district is with PE instructional minutes and long term English language learners.

XII.3. Board Member Reports

Minutes:
Maika Llorens Gulati:

- She met with CSEA president Carmen Puga and will be meeting with other leaders around the district.

- She joined the PG&E tour of the downtown site that is designated for toxic cleanup, along with DMS parent Rachel Street who addressed the board at the last meeting. She noted a recommendation will be made to PG&E to avoid having dump trucks running one half hour before and one half hour after school times when students are coming and going and are more exposed.

- She reported on a recent meeting regarding second electives with Assistant Superintendent Dr. Harriet MacLean.

- On August 17 she attended the TL pilot Compass program Kick-off and was impressed with the level of commitment, with everyone involved signing contracts.

- She attended the SRHS Parent Welcome Orientation. She is officially a Bulldawg!

- She visited SRHS on the first day of school and was impressed with Glenn Dennis' handling of the master schedule.

- SchoolsRule will be holding their annual funds distribution event on October 15.

- She expressed concern about the area behind DMS that is being used as a dumping ground for mattresses and other garbage. Superintendent Watenpaugh noted that a meeting will be coordinated with the commercial neighbors so all parties can work together on solutions.

Greg Knell:

- He attended the School Law Enforcement Partnership meeting at MCOE.

- He attended a recent meeting of the RX Safe committee where a poll around prescription drug misuse and abuse was discussed.

Linda M. Jackson:

- She is a Board member of the League of Women Voters in Marin. She reported they endorsed Measures A and B at their August 12th meeting.

- On August 13 she attended a First 5 meeting for planning of a workshop to be held in November for Latino families regarding safety and human trafficking issues.

- On the 13th she attended the Youth Court peer training at Juvenile Hall. She encouraged involvement of SRCS students as there were none at the event.

- On the 17th she attended the Terra Linda HS orientation where interim principal Katy Dunlap 'rocked' the crowd.

- She attended the TLHS pilot Compass program kick-off. She cited special thanks to Johnathan Eldridge from the College of Marin for working on this program.

- She attended the All Staff Welcome Back on the morning of Aug. 19 where an impressive video was shown about SRCS alumni who are district employees.

- She visited San Rafael and Madrone high schools on the first day of school. She noted that the counselor's office at MHS was filled with newcomer students who only spoke Spanish. She encouraged parent leaders to make efforts to coordinate Spanish speaking parent volunteers in the future to help communicate with students. Principal Songer welcomed all MHS students that morning.

- She wrote a recent 'Marin Voice' piece in the Marin IJ regarding the reserve cap. Nine districts have passed resolutions in favor of eliminating it.

- She reminded fellow trustees and superintendent that the MCSBA kick-off will be held this Thursday at Rancho Nicasio.

Rachel Kertz:

- She welcomed new staff at the orientation held on Aug. 14.

- She attended the All Staff Welcome Back morning event on the 19th.

- She attended a recent Marin Promise meeting

- She joined a recent labor-management meeting. Monthly meetings will be scheduled for the year.

Natu Tuatagaloa:

- He attended a meeting for new Freshmen parents at San Rafael HS; he has 2 children now attending the school.

- He attended a meeting of the San Rafael Chamber of Commerce regarding Measures A and B. The Chamber endorsed the measures.

- He spoke at a youth football event about the importance of academics and being a student athlete.

XII.4. Superintendent's Activity Report

Minutes:

Superintendent Watenpugh:

- He is meeting with Novato superintendent Jim Hogeboom to identify and discuss commonalities and potential collaboration between San Rafael City Schools and Novato districts.

- The SRCS Leadership Team attended the Back to School kick-off at county superintendent

Mary Jane Burke's house. Bob Marcucci is now president of the Marin County School Administrators Association.

- The new employee orientation was held on Aug. 14; 40 new employees were welcomed to the district. He made a personal phone call to 25 new employees so far, to lend support and check in on their first few days of school.

- On the 15th he attended the Beyond Differences annual reorganizational meeting. He will serve as Chair for this coming year. Beyond Differences is looking at expansion to the national and/or international level this year.

- He attended a farewell assembly where former TLHS principal Lars Christensen said good-bye to Terra Linda HS staff.

- He welcomed all SRCS staff at the Back to School event on Aug. 19 and shared the video highlighting district staff who are alumni that was shown that morning. Dr. Watenpaugh noted his pride in seeing how many SRCS alumni joined their colleagues when they were invited onto the stage. Mission Pictures produced the alumni film and will be working on 2 to 3 more films for SRCS as there is movement toward rebranding of the district sometime in the next year.

- He recently met with county superintendent Mary Jane Burke and Marin Community Foundation program director Marcia Quinones regarding SRCS being considered for a pilot of a new college access and success program that will focus on a ten year plan beginning in middle school.

XIII. READJOURNMENT to Closed Session (if necessary)

XIV. NEXT REGULAR MEETING - September 8, 2015 (TUES)

XV. 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 7:35 PM.

President

Superintendent