

PIEDMONT UNIFIED SCHOOL DISTRICT
Council Chambers, City Hall
120 Vista Avenue
Piedmont, California 94611

MINUTES OF
Regular Meeting of the Governing Board

August 27, 2008

CALL TO ORDER	Board President Monach called the regular Board of Education meeting to order at 7:02 p.m. and led the audience in the Pledge of Allegiance.
ESTABLISHMENT OF QUORUM	President June Monach, Vice President Ray Gadbois, Board Members Roy Tolles, Martha Jones, Rick Raushenbush
OTHERS PRESENT AT REGULAR SESSION	Constance Hubbard, Superintendent Michael Brady, Assistant Superintendent, Business Services David Roth, Ph.D., Assistant Superintendent, Educ. Services
Agenda Adjustments	None
COMMUNICATIONS / ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	None
California School Employees Association (CSEA)	None
Parent Clubs	None
Student Representative to the Board	Will Pritchett, Student Representative to the Board, reported that: <ul style="list-style-type: none">• Planning a Welcome Back Week for next week• This week on Fri ASB is having their retreat• Football and volleyball games are being held this weekend President Monach welcomed the new Student Representative to the Board.
Student Representative to the Board Excused	The Student Representative to the Board excused himself at 7:10 p.m.
PERSONS REQUESTING TO SPEAK ON ITEMS NOT ON THE AGENDA	None
Superintendent Announcements	Superintendent announced that the first day school of went very smoothly. She and President Monach visited all school sites. Superintendent Hubbard was impressed that an hour into the school year, things were moving along. Enrollment came in as expected. Class sizes are at the maximum lower end. She thanked the principals for all of their coordination. Tomorrow is the Piedmont Middle School Back to School Night. September 4 is the Back to School Night for the

three elementary schools. Parents should check the school bulletins due to the staggered start times for various grades. She added that the Piedmont Educational Foundation is the group responsible for putting the student directory together. In the online registration material, a form is being made available for parents giving permission for the student/family to have their name, address and phone number in the directory. If any parent does not want their student's information published, please contact the school immediately.

Superintendent Hubbard also thanked the staff, parents and students for a smooth beginning of school.

Board President Announcements

President Monach announced that:

- The "Brian Copeland" event benefitting the Wellness Center and Piedmont Appreciating Diversity Committee will be held on Sunday, September 7 from 3-5 p.m. at the Alan Harvey Theater. Due to the mature nature of the program, it is not recommended that students under the age of 14 attend.
- The PAINTS 7th Annual Chalk Art Festival will be held on Sunday, September 14, from 9:30 a.m. to 4:30 p.m.

She also complimented staff, including maintenance staff, for their efforts in getting everything ready for the new school year.

PRESENTATION Update on "Every Day Math" Materials Implementation

Dr. Jamie Adams, Director of Curriculum and Elementary Principals Carol Cramer and Julie Valdez updated the Board regarding the "Every Day Math" program being implemented (Principal Susman was unable to attend).

The "Every Day Math" textbooks were adopted in June 2008.

Dr. Adams pointed out that this is one piece of a more comprehensive District-wide Action Plan that is being prepared by the administrative team; the different layers of articulation will be presented at the end of September.

Superintendent Hubbard added that she sat in on two different sessions of a staff development day and it was incredible to watch the engagement, participation, and excitement shown by the staff.

The first parent newsletter went out today to get everyone on board with what the plan is.

The math specialists are meeting next week for collaboration at each site looking to see how they can assist and support the teachers. There will be discussions at faculty meetings and a K-5 articulation meeting will be held in September when teachers from the three sites will get together to look at how the implementation is going and collecting information about how things are going, and where there are problems, what are the strategies, and what are the things that need improvement. On Back to School night, parents will hear briefly about the program and materials will be available (grade level standards). On

September 23rd, there will be a separate night devoted to an in-depth explanation and question and answer session. Email questions can be sent in advance. Also, as part of the parent information evening, families will experience some of the homework elements and games they see coming home in order to familiarize themselves with what is happening in class. This leads into looking at assessments. At this time, teachers want to engage about how things are going. Staff is excited about using the materials. By the time of Back to School Night, there will also be some information about access to online games.

Throughout the year there will be *Math Solutions* (professional development) workshops that will dovetail in with the implementation of "Every Day Math" program. By mid-October principals will have more of a sense of where that is going to be valuable. The rest of the year is will have Family Math Nights at the sites in January. In March there will be another Parent Information night which focuses on algorithms and alternative algorithms, with opportunity for questions and answers. Principals will be coming before the Board with more information at the January Board meeting.

A segment of the *Math Solutions* workshops will be to conduct model lessons.

Questions were asked by the Board.

REVIEW & ACTION ITEMS

Measure E Bond Program:

1. Ratify Agreement Between District and *murakami/Nelson* Architects to Prepare Construction Documents on the Maintenance Facility Replacement Project

At the Board meeting of July 23, 2008, the Board authorized the Superintendent to enter into an agreement with *murakami-nelson* Architects for architectural services to complete the construction documents for the Maintenance Facility Replacement Project, as the current agreement fees were almost exhausted and work needed to continue on the Measure E Bond Program Projects. The District is now at the point where the criteria are finished. Requests for Qualifications were advertised and interviews will be conducted next Friday.

Concern was expressed by Board Member Raushenbush that perhaps the District should go out for competitive bidding for construction drawings.

Superintendent Hubbard clarified that the District is being very clear that it means *total project cost*. It is the role of Vila Construction to review contracts for reasonable costs, etc., Vice President Gadbois confirmed that this information is being discussed and reviewed by the Bond Steering Committee. Superintendent Hubbard confirmed this was taking place.

Vice President Gadbois asked whether solar panels were being considered for the maintenance facility. Assistant Superintendent Brady said they were.

It was moved by Board Member Tolles, seconded by Vice President Gadbois and passed unanimously to ratify the agreement between the District and *murakami/Nelson* Architects

to prepare construction documents on the Maintenance Facility Replacement Project, effective July 24, 2008 through October 1, 2008, at an amount not to exceed \$155,200 (total project budget not to exceed \$2,000,000).

Resident George Childs is satisfied that staff is doing an excellent job of monitoring the competitive bidding and feels it is good to be brought up for discussion from time to time. He is glad that solar panels are being considered but thinks their funding would not fall within the purview of Measure E funds, but perhaps under modernization.

Approve 2008-09 Board Committee Assignments

It was moved by Vice President Gadbois, seconded by Board Member Raushenbush, and passed unanimously to approve the 2008-09 Board Committee Assignments.

Call for Nominations for California School Boards Association (CSBA) Directors-at-Large, Asian/Pacific Islander and Hispanic

The Board declined to make any nominations.

REVIEW AND DISCUSSION ITEMS

Discuss Need for New Appointments to the Citizens' Oversight Committee

Assistant Superintendent Brady advised that the purpose of the Measure E Bond Program Citizens' Oversight Committee is to oversee and review the financial transactions of the District, make a physical inspection of the projects, and provide an annual report to the Board as to how those funds are used. The Committee began with twelve members. Three of the members have left the committee and the Board was in consensus that the group should remain at twelve. Approval to seek a pool for new committee members will be placed on the September 10 Board agenda.

Discuss Parcel Tax Campaign/Election Timeline/Co-Chairs

Superintendent Hubbard announced that the School Parcel Tax is up for renewal this school year. Consultant, Larry Tramutola, has agreed once again to help in the effort. She explained that she is in communication with City Clerk, Ann Swift, regarding the timing of the election. Past elections have taken place in either March or June, either as a special election (which costs the district more) or as part of a statewide election. Superintendent Hubbard noted that today, the school parcel tax contributes over 25% of the District's total revenues, and pays for the equivalent of 80 full-time positions (out of 350 staff). She also stressed that the District would continue to set as a fiscal goal that we continue to "live within our means."

President Monach then announced that two citizens had been nominated and volunteered to serve as co-chairs: Sarah Pearson and Terry London. She reviewed how the renewal effort would be organized. First, a Steering Committee, comprised of the co-chairs, District administration, consultant Larry Tramutola, and 2 school board liaisons, would work as a team to forecast the District's needs, do community outreach to assess levels of support, and to develop recommendations to the Board for what to place on the ballot. Next, the co-chairs would work with the consultant to run the campaign to support the parcel tax. Vice President Gadbois stressed the critical need

for the parcel tax, as it helps fund the gap between what we receive in government funding and what we need to maintain a comprehensive educational program. Board Member Tolles expressed enthusiasm for the two volunteers. The Board discussed and Vice President Gadbois and Board Member Jones agreed to serve as liaisons to the Steering Committee, functioning in an advisory capacity. Superintendent Hubbard said that the Board would be asked at its next meeting to approve appointment of Ms. Pearson and Mr. London as co-chairs.

Resident, Mr. George Childs asked that the Board “exercise restraint” in determining the amount. In terms of the term, he thought that voters need the opportunity to review periodically the need and level of the tax.

Discuss Scheduling of Board Workshops,
2008-09

Superintendent Hubbard asked for Board direction on topics for Board Workshops this year. She also asked that the Board discuss whether the sessions would need to be televised on KCOM and at what time of day the workshops should be scheduled. President Monach said that individual board members had requested the following topic areas for future workshops: Special Education, Adult Education, Millennium High School, Facilities Priorities, and Board Governance (including review of the BP 9000 series). Vice President Gadbois added Enrollment Policy as another suggested topic area. Board Member Tolles also suggested that we add Board Governance Training and the Public Involvement Process. President Monach also thought it may be necessary to add workshop time for District Goals, as we had last year. Board Member Raushenbush thought that the workshops need not be telecast as the purpose was primarily educational for the Board. To be respectful of staff time, he suggested that they be scheduled during the day. Board Member Jones suggested that they either be scheduled at the beginning of the day or near the end of the day. Board Member Tolles agreed that the majority of workshops need not be televised – although said that if a topic was of particular interest to the public, that he was open to scheduling it in City Hall if available. Although a Board Member thought scheduling workshops once a month would be good, Superintendent Hubbard recommended that we schedule six workshops, as a manageable number given the staff’s priorities. She said that the schedule will be incorporated in the 2008/09 District-wide Action Plan.

INFORMATION ITEMS

2008 STAR Test Report

Assistant Superintendent David Roth reviewed the STAR Test program results with the Board. He explained that there are two major components to the program, the California Standards Tests (CST) administered to grades 2-11, and the California Achievement Tests 6th Edition (CAT/6 Survey) administered to grades 3 and 7. The tests results are being distributed to the teaching staff and parents should be receiving the results in the mail very soon. Dr. Roth noted that the scores generally look very good, and that the District wants to take a closer look at the data, monitor trends, look at individual student performance, and focus on areas for continuous improvement . He also said that

staff wanted to determine what other tools should be developed in doing assessment that supports instruction and improvements to student achievement.

Vice President Gadbois asked about what's behind the recently announced State requirement that all 8th graders take Algebra. Dr. Roth explained that the goal behind this requirement is to give students more access to success in both the sciences and mathematics. Like other districts, Piedmont is concerned about this requirement, given that not all 8th graders may be developmentally ready for the study of Algebra. Dr. Roth expects that this expectation will be implemented over a period of time.

Parent, Drew Bendon, hoped that the District would begin preparing those students who are in 5th grade now, if implementation of the requirement takes 2-3 years.

Parent, Catherine Ogle, suggested that the STAR test should be viewed as a tool that provides information about students that we should use. She also thinks that the Board should look at comparative data, and passed out information to the Board and staff comparing Piedmont to comparable communities (Orinda and San Marino) for English-Language Arts and Math, grades 2 – 11. Ms. Ogle expressed interest in asking the question, "What can we learn from other communities?" when reviewing the comparative data.

Report on August 21, 2008 Professional Development Day

Assistant Superintendent David Roth said there was a variety of interesting activities. At the K-5 level there was the Every Day Math publisher's workshop; teachers gained more understanding of how the program would be implemented and ways to "make it their own". One teacher said the children are going to drive the program. Workshops on writing assessment strategies and expectations across departments; online grading; and review of the academic integrity policy were held at the High School. At Millennium High School, they were working on their WASC Action Plan, particularly the community-building portion. The Middle School received training on use of their Smart Board technology and discussion of the library resources, including technology. The Special Education Department received technology training on documents that are provided to Special Education parents. On August 22, the Special Education paraeducators were invited to an orientation. A New Teacher Orientation was held on August 20. There are 17 new staff members for the 2008-09 school year.

Administrative Regulation 5111.1, "District Residency"

Superintendent Hubbard advised that the Administrative Regulation was reviewed to more clearly define the expectations of providing an annual lease with up to date dates.

State Budget Update

Assistant Superintendent Brady advised that Governor Schwarzenegger indicated he will not attend the Republican National Convention as long as California has not passed a budget.

School Services has again rescheduled its budget workshop, which is now slated for September 8th. Legislatively, no bills can be passed after September 1st if there is no budget. The District still continues to receive State monthly apportionments.

CORRESPONDENCE

The Board was copied on an email from a parent regarding a program at the High School which is being addressed by High School staff.

BOARD REPORTS

Board Member Tolles thanked staff for the double-sided copying. Superintendent Hubbard said staff always tries to do this, but it is based on whether or not the copy machine is encountering problems.

Board Member Jones asked if the Board agenda packet could be prepared a couple of days earlier. Superintendent Hubbard said that it is not possible; that staff is already scrambling to have it completed earlier on Fridays and that many times, her Administrative Assistant is working until 9:00-10:00 p.m.

Board Member Jones asked about the feasibility of having the Board packet online earlier than Monday. Superintendent Hubbard responded that the webmaster scans the material when he comes in to work on Monday. The Superintendent said the Board could consider having a meeting only once a month.

Assistant Superintendent Brady stated that the day of the week of our Board meetings is also a reason for not being able to have the material online until Monday.

Superintendent Hubbard added that by having the agenda emailed out on Fridays and having the Board agenda material online by Monday, we are well within the 72-hour notice.

CONSENT CALENDAR

It was moved by Board Member Tolles to approve the Consent Calendar as presented, with minor edits to the minutes. Board Member Raushenbush said he would second the motion, with the condition that the errors on the St. Mary's Teaching Agreement be corrected, to which Board Member Tolles agreed. Items on the Consent Calendar were as follows:

- A. Adopt Regular Board Meeting Minutes of July 23, 2008
- B. Approve Personnel Action Report
- C. Monthly Financial Report of the District for the Month of July 2008
- D. Approve Extension of Contract Between w District and **Williams Scotsman** for the Lease of Sixteen (16) Portables, Havens Elementary School, effective August 21, 2008 through August 20, 2009, at a total cost not to exceed \$100,000. Funding Source: Measure E Bond fund
- E. Approve Consultant Services Agreement Between the District and **Dave Nettell & Associates** to provide staff development services for the District's governance team, effective August 28, 2008 through June 30, 2009, in a total amount not to exceed \$15,000. Funding Source: Staff Development
- F. Approve Agreement with **Hancock Gonos & Park, Inc.**

(Bruce Hancock), to provide consulting services to the District pertaining to the School Facility Program (SFP), effective September 1, 2008 through June 30, 2009, at a total cost not to exceed \$30,000. Funding Source: Measure E Bond Fund

- G. Approve Overnight Field Trip to Marin Headlands as a science project for Havens students, effective September 10-12, 2008
- H. Approve Overnight Field Trip to Samuel B. Taylor Park, Lagunitas, California, for Associated Student Government team, effective August 29-30, 2008
- I. Ratify Grant Application to the Bechtel Corporation in the amount of \$15,000 for use by the Wellness Center, effective for the 2008-09 school year
- J. Approve Student Teaching Placement Agreement Between District and St. Mary's College, effective August 1, 2008 through June 30, 2009

FUTURE REGULAR AGENDA BOARD
MEETING AGENDA ITEMS
(subject to change)

- Action Plan for 2008-09 District Goals (Sep)
- Biennial Review of 2008 Conflict of Interest Code Board Policy (Sep)
- Adopt Resolution Confirming Sufficiency of Textbooks & Instr. Materials (Sep)
- Action Plan for 2008-009 District Goals (Sep)
- Presentation on PHS Science Program (Oct)
- Review of Measure E Bond Program Projects (Oct)
- Single Plan for Student Achievement (Oct/Nov)
- Review of Board Bylaws (Section 9000) (TBD)

ADJOURNMENT

There being no further business, and with no objections by the Board, the meeting was adjourned at 9:40 p.m.

JUNE MONACH, Board President
Piedmont Unified School District
Board of Education

CONSTANCE HUBBARD
Secretary, Piedmont Unified School District
Board of Education