

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

MINUTES OF  
Regular Meeting of the Governing Board

September 24, 2008

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CALL TO ORDER	Board President Monach called the regular Board of Education meeting to order at 7:04 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"><li>• Progress Reports went out Tuesday</li><li>• This morning and this afternoon, the College Center had its Community Service Fair</li><li>• Tomorrow is Club Day at the high school</li><li>• The Associated Student Body leadership team is working on Homecoming Week, to be held in November</li></ul>
PERSONS REQUESTING TO SPEAK ON ITEMS NOT ON THE AGENDA	None
Superintendent Announcements	Superintendent Hubbard announced that there are several professional development activities going on and asked Dr. David Roth, Assistant Superintendent for Educational Services, to give a report to the Board.  Dr. Roth advised that professional development activities began the days prior to the start of school. A literacy consultant who previously worked with the District on writing will work with elementary and middle school teachers. The <i>Math Solutions</i> professional developers will be returning to the District to work with K-6 teachers. Dr. Roth will come back to the Board with a more detailed report after the programs have progressed. He

thanked the Piedmont Educational Foundation for its generous donation to this program. It takes considerable resources to provide these services and without their help, it would be fairly difficult. He also thanked the elementary principals, math resource specialists and teachers for organizing the *Everyday Math Forum* held last night. Parents were able to get more information on the program and ask questions about its early implementation. He also encouraged parents to keep their eyes out for site council meetings this year. It is a good way for everyone to keep informed.

#### Board President Announcements

President Monach made the following announcements:

- She encouraged parents to attend parent socials at the elementary schools, as it is a good way to meet new parents in their school community
- She thanked the Harvest Festival volunteers for another successful Festival
- She thanked the Piedmont Middle School Parents' Club for notifying parents about parent education nights in other communities which may be of interest
- The Wildwood Dads' Club Pumpkin Patch will be opening soon
- Nominations are being accepted now through January 2009 for the Piedmont High School Sports Hall of Fame. Nominations are to be submitted in writing to PSHOF, 209 Palm Drive, Piedmont, Attention: Chris Lavdiotis.

Superintendent Hubbard added that the District is accepting applications for the Measure E Bond Program Citizens' Oversight Committee. The application is on the [www.pusdbond.org](http://www.pusdbond.org) web site, and the deadline is October 1, 2008.

She also called to the Board's attention that the coordinators for the Harvest Festival, Mark Delventhal and Bill Drum were in the audience and they were publicly thanked.

#### PRESENTATION

Update on Havens Elementary School Project (Becker Design)

Mark Becker, designer of the Havens Elementary School Replacement Project, feels very comfortable at this point that the design complements the architectural style of the town. **Katong and Associates**, a landscape architectural firm, was hired as a subcontractor under ATI to do the hardscape and landscape for the school design. They have done a great job of integrating the ball field with the handicapped ramps; the corridor from Highland Avenue through to Bonita Avenue; and creating layering on the site. Mr. Becker will continue to provide architectural edits as needed.

Mark Bello of ATI Architects, thanked Mr. Becker for the outstanding design of the school, stating it will be a school that will have a unique look.

Three drawings were reviewed showing placement of the new buildings, elevations and design.

ATI has been working with *SchoolMates*, and the Piedmont Police and Fire Departments, who have all been helpful. Webcor Builders and Vila Construction have also been involved.

A preliminary design review has been conducted with the Division of the State Architect. The ATI design team is currently running about twenty days behind schedule (schematic design submittal, submittals to Webcor for pricing, design development review package and submittals to Webcor for pricing). ATI has added additional staff in order to meet the November 4 submittal to the Division of the State Architect.

When the drawings are presented to DSA, they will remain at DSA for 3-4 weeks while DSA schedules reviews, after which time the drawings will be given to a reviewer prior to the Christmas holidays. The whole process takes about five months.

Cost projections are comfortably under-budget at this time, even though the design development portion costs went up as expected, as more details become delineated. Webcor is working with contractors to get hard numbers based on ATI's conceptual drawings. Webcor and ATI will be meeting at the end of the week; ATI and Webcor hold weekly meetings. PG&E has been a part of this process, also.

The next step is to discuss interim housing: where students will be placed while construction is being done. The team will be working on demolition and abatement schedules with Webcor, then finishing the CDs and taking them to DSA.

The ATI team has also been working with the Havens principal and staff regarding the interior teaching spaces.

#### REVIEW & ACTION ITEMS

Conduct Public Hearing and Approve the 2007-08 Unaudited Actuals and Revised 2008-09 Budget for All of the Funds Operated by the District: General Fund: Adult Education; Cafeteria; Deferred Maintenance; Capital Facilities; Building; Special Reserve/Noda/ Special Reserve/Parcel Tax; and Authorize the Appropriate Budget Transfers

Assistant Superintendent Michael Brady provided a staff background report, a portion of which is provided below and was discussed during the Board meeting:

The 2008-09 Adopted Budget for all funds operated by the District was approved by the Board of Education at the June 25, 2008 Board meeting. Although the State's final approved budget remains in flux as of this writing, a revised 2008-09 District Budget is now presented for review. The revised budget as presented will require further modification once the State budget is passed, although the modifications are expected to reflect a more favorable financial outlook than presented tonight. They will be presented at the First Interim Report in December 2008.

As budget assumptions change (such as the Beginning Fund Balance, enrollment, staffing and State revenue change), the budget must be revised based on these more current set of assumptions:

**General Fund:** The General Fund is the most significant of the funds managed because it represents the day-to-day operations of the District. The General Fund includes income from the State and Federal Government, the Parcel Tax Measures B and C,

and Support Group donations. The General Fund reflects the District's priorities to offer a breadth of student program opportunities and providing compensation to attract and retain the most highly qualified personnel possible. The Board recognizes and is concerned about the reliance on one-time funds in the budget and is grateful to the Piedmont community for its continued support.

#### Column I Estimated Actuals 06/25/08

- Estimated actuals for revenue and expenditures for 2007-08 as presented June, 2008 for the adopted budget.
- Expenditures in books, supplies, services, and operating expenses were matched to revenue from the State in categorical programs: arts and music block grant, secondary school counseling grant; discretionary site and district block grants; one-time art, music, technology, and physical education block grants.

#### Column II Unaudited Actuals for 2007-08

- The unaudited actuals will be audited by Vavrinek, Trine, Day and Company, LLP and will be adjusted, if required, and be the audited actuals certified in January 2009.
- The decline in State revenue of \$37,191 was based primarily on the reduction in verified final apportionment for Class Size Reduction (\$9,000) and no received apportionment for the High School Exit Exam (\$24,000). Federal revenues were virtually identical.
- The substantial increase in local revenues of \$441,411 includes \$19,000 in additional interest earnings; \$16,000 in donations for lost ADA revenue, increased rental fees, lost library books and textbooks; a *designated* donation of \$3,000 for support of the Wellness Center; \$150,000 in Piedmont Education Foundation reimbursements for grants; a \$14,000 contribution from CHIME; and nearly \$240,000 in receivables from parent and community organizations and associated student body accounts that were committed and expended to support student programs.
- Expenditures in books and supplies and services/operating expenses was \$26,951 less than the Estimated Actuals. Any categorical funds not expended become part of the Restricted Ending Fund Balance and are booked and presumed to be spent in 2008-09
- An increase in employee benefits of \$17,309 in the form of an annual pre-payment of health benefit premiums
- The net projected increase of \$585,013 to the Ending Fund Balance in 2007-08 is reflected in the increase for the 2008-09 Beginning Fund Balance as presented in Column IV.
- Components of the Ending Fund Balance include \$865,878 in reserve for economic uncertainty, \$330,487 in designated restricted categorical funding and \$28,863 in self-designated funding now included as expenditures for 2008-09. There is an Undesignated Ending Fund Balance of \$897,483.

#### Column III Adopted 2008-09 Budget (6/25/08)

- Assumptions for revenue and expenditures in the 2008-09 District Adopted Budget were based on the May Revise. Budget and changes in District programs and personnel are

made per Education Code 42127 (as presented on June 25, 2008). Collective Bargaining issues for 2008-09 were settled for all employees in 2007-08 and have been included in all versions of the budget projections since settlement.

#### Column IV Revised Budget 09/15/08

- Revenue -\$2,395:
  - Revenue Limit funds remain consistent with the May Revise. As discussed in the Review for the Adopted District Budget on June 25, 2008, all new one-time or renewed ongoing funds will be allocated as regulations stipulate.
  - State revenue reductions of \$22,140 from loss of lottery funds (\$14,000) and Beginning Teacher Support and Assessment (BTSA) funds of \$8,000. \$30,000 increase in local revenue from a designated anonymous donation to support at-risk students.
  - ***Any new revenue generated from the adoption of the State Budget will be applied to the "bottom line" in an effort to build adequate reserves for 2009-10 and 2010-11.***
  - Average Daily Attendance equal to that of 2007-08. Multi-Year Projections presented as part of the Interim Reports for 2008-09 will be adjusted to reflect actual attendance based on a decline of K-12 enrollment (2521 students, down from 2552).
- Expenditures +\$497,985
  - Adjustments have been made to reflect known changes since June 25, 2008. The cost for actual employees will be reflected at the First Interim (and as in past years, the budget still reflects some costs as place holders for employees).
  - Books/supplies and services/operating expense increases include \$50,000 set aside for the 2009 parcel tax election; \$12,000 in *designated* garden grants; \$71,000 in *designated* Site Block and School & Library Improvement grants; \$53,000 in instructional materials funds; \$167,000 in *designated* arts, music, technology, and physical education grants; \$30,000 in *designated* anonymous grants to support at-risk students; \$50,000 in increased coaches' salaries.
  - No expenditures for facilities projects including the *Seismic Risk Reduction Program* are included in the General Fund.
- Ending Fund Balance \$1,057,226
  - No transfer in or out of the Parcel Tax Reserve Fund from the Parcel Tax approved in March 2005.
  - Includes minimum transfer to Deferred Maintenance program to receive matching funds (as yet unfunded) from the State.
  - Presumes all categorical funds are expended at the same rate at which they are funded; one-time funds fully expended.
  - Reserve for Economic Uncertainty of 3.58 %.
  - Future Multi-Year Projections will include 0% salary increases (beyond step & column) and 0% benefits increases because association agreements are

unsettled beyond 2008-09.

Parent Drew Bendon asked questions regarding Food Services, Deferred Maintenance and the funding cycle of bonds.

Resident George Childs wanted to note that he takes issue regarding the resolution authorizing budget transfers of funds, if it is from Measure E funds, for ongoing expenses.

Resident and Measure E Citizens' Oversight Committee Member Bill Drum stated the transfer of funds is an example of the Board's and administration's diligence in minimizing the costs to the District for providing education to our community. He thinks the whole budget process is an example of their diligence, and the community can feel assured the District is managing funds well. He noted that school districts operate on a very thin margin of cash even with the transfers from the previous year. He asked if the Board/Administration as a group have done contingency planning for minimizing costs in the event of a critical situation such as a [major] earthquake, big drop in enrollment, if a school burns down, etc.

Superintendent Hubbard stated that as part of the whole budget planning process, contingencies are always looked at, such as enrollment predictions. The District has insurance if a school burns down. There is not another source of money to turn to in the event of a disaster such as these; the budget is all the District has to work with.

President Monach stated the statutory economic reserve requirement is 3%.

Board Member Raushenbush commented that although he understands the concerns about mixing Measure E funds with anything else, the District does not have money to spare and interfund borrowing that reduces financing costs makes sense to him. There is a commitment to pay it back so it is not actually using Measure E funds for any purpose other than that approved by Measure E.

It was moved by Board Member Raushenbush, seconded by Vice President Gadbois, and passed unanimously to approve the 2007-08 Unaudited Actuals and Revised 2008-09 Budget for all of the funds operated by the District: General Fund; Adult Education; Cafeteria; Deferred Maintenance; Capital Facilities; Building; special Reserve/Noda; Special Reserve/Parcel Tax; and to authorize the Appropriate Budget Transfers.

It was moved by Vice President Gadbois, and seconded by Board Member Tolles to adopt Resolution 01-2008-09, "Authorizing Budget Transfers of Funds". The Board was polled and the motion passed unanimously.

Conduct Public Hearing and Adopt Resolution 02-2008-09, "Resolution on Sufficiency of Textbooks and/or Instructional Materials"

Dr. Jamie Adams, Director of Curriculum, advised that the notice of public hearing was posted at all sites and principals have confirmed that all students have sufficient textbooks and instructional materials as indicated in Education Code, including

for English Learners.

It was moved by Board Member Raushenbush and seconded by Board Member Tolles to adopt Resolution 02-2008-09, "Resolution on Sufficiency of Textbooks and/or Instructional Materials." The Board was polled and the motion passed unanimously.

Adopt Resolution 03-2008-09, "Adult Education Program Plan"

Annually, the Board is requested to approve the Adult Education Program Plan, which has already been approved by the State.

Karen Gnusti was commended for bringing up the ADA to make the program self-sufficient, and for her service to students in helping them graduate.

There was no one from the public requesting to speak.

It was moved by Board member Jones and seconded by Vice President Gadbois to adopt Resolution 03-2008-09, "Adult Education Program Plan". The Board was polled and the motion passed unanimously.

Conduct First Reading of Proposed New Board Policy 0520.3, "Title I Program"

The District has a State application process called the Consolidated Application. On the application, all State/Federal programs for which a district is eligible are listed. It is based on AFDC and/or Free or Reduced Lunch Program. When the census came through, some families in Piedmont were identified as being eligible for Title I funds. New Federal law mandates that any school district receiving the funds must have a board policy on Title I funds. The mandate to have a board policy is to guarantee that school districts are not using the funds to supplant other programs.

The accompanying Administrative Regulations indicates the process and procedures. Our District designated the monies for Piedmont at-risk students attending Millennium High School by providing funds for extra courses that the District perhaps could not otherwise fund. Needs could change yearly.

The policy will return for a second reading and adoption at the October 7, 2008 Board meeting on the Consent Calendar.

Conduct Second Reading and Adopt Proposed Revised Board Policy 5145.3, "Discrimination / Hazing / Harassment (Including Sexual Harassment, Intimidation, Bullying, and Cyberbullying – *Student Version*)"

The Second Reading was placed on the Review and Action portion of the agenda to draw attention to this issue one more time and to give another opportunity for all to recognize that this is a very important issue. Cyberbullying was added as an additional form of harassment.

Superintendent Hubbard reiterated that the District is very serious about protecting students and staff from any form of discrimination and/or harassment. Four years ago, staff, students, and parents collaborated in a comprehensive revision of this policy. The policy is passed out at the beginning of each school year and available to parents and students.

There was no one from the public requesting to speak.

It was moved by Vice President Gadbois, seconded by Board Member Raushenbush, and passed unanimously to adopt proposed revised Board Policy 5145.3, "Discrimination / Hazing / Harassment (Including Sexual Harassment, Intimidation, Bullying, and Cyberbullying – *Student Version*".

Superintendent Hubbard added that if any student or staff member feels harassed in any way, please go to someone at the school site whom you feel comfortable talking with, or come to her. Confidentiality will be respected and we want all students and staff to feel safe.

Conduct Second Reading and Adopt Proposed Revised Board Policy 4030, "Discrimination / Hazing / Harassment (Including Sexual Harassment, Intimidation, Bullying, and Cyberbullying) – *Employee Version*"

This is the companion version to the Student Version.

The "Acceptable Use of Technology" policy which will include cyberbullying, is still being worked on.

There was no one from the public wishing to speak.

It was moved by Board Member Jones, seconded by Board Member Tolles, and passed unanimously to adopt proposed revised Board Policy 4030, "Discrimination / Hazing / Harassment (Including Sexual Harassment, Intimidation, Bullying, and Cyberbullying) – *Employee Version*"

Adopt Resolution 04-2008-09, "Adopt Gann Limit"

The annual resolution establishes maximum appropriation limitations ("Gann Limit") for public agencies, including school districts.

It was moved by Board Member Raushenbush, and seconded by Board Member Jones to adopt Resolution 04-2008-09, "Adopt Gann Limit". The Board was polled and the motion passed unanimously.

REVIEW AND DISCUSSION ITEM  
Review and Discuss Draft Action Plan for 2008-09 District Goals

President Monach stated the purpose of the Action Plan is to help give the public a sense of how the District plans to address the District Goals for 2008-09.

The plan is introductory at this time and will build over time. The Plan will be placed on the District web site after refinement.

Overarching Goals of the Action Plan are:

1. Educational Program
2. School Environment
3. Communications Practices
4. Financial Management
5. Facilities Planning & Management

Specific goals under Item 1-Educational Program and Item 2-School Environment Goals, were covered. Due to the lateness of the evening, Board members will submit their suggestions to the Superintendent for inclusion in the next edition of the Action Plan to be discussed at the October 7 Board meeting.

Specific Goals – Educational Program:

- Provide and maintain a breadth and depth of learning opportunities for all students
- Evaluate and make recommendations as appropriate on how to continue to improve the quality of the math program, K-12 English Language Arts Program, Early Intervention Programs, Student Assessment practices; and use of technology in classrooms

#### Specific Goals – School Environment

- Monitor, raise awareness, and address student issues (behavior, substance abuse, and stress) that warrant attention
- Improve and coordinate where appropriate the nutrition/food programs at the elementary and secondary schools
- Support and coordinate (where appropriate) green efforts throughout the District
- Provide a comprehensive professional development program to support teachers in addressing a broad spectrum of student learning needs in desired focus areas, including differentiated instruction methods
- Through the Categorical Program Mandates process, conduct a self-evaluation of the District's categorical programs, and make recommendations as appropriate on how to continue to improve program quality (including the Gifted and Talented Education Program)

Parent Lisa Joyce commended the Action Plan, but voiced concern over the restructuring of the Curriculum Council because she felt it will dilute the strength of the Curriculum Council. A K-12 perspective amongst, parents, teachers, and community members is needed. She also feels it would work against parent participation and divorce parents of younger children from the issues they face as their children move up in grade level. She does not see that there would be adequate time during a meeting for all six sites to report back and still have time for any additional discussion.

She also repeatedly gets the sense that some teachers and administrators feel personally attacked when questions are raised about curriculum and curriculum delivery. The insinuation that parents don't trust teachers is insulting and demeaning to teachers as professionals.

Regarding facilitating communications, she likes the idea of the District talking with other districts, and perhaps there could be another committee that reports back directly to the Board. She asked about the possibility of having an outside moderator such as Gina Bartlett run sessions to facilitate input.

Parent Jon Elliott, felt that last year's Curriculum Council would not be like a Council in 2008-09 because it would involve largely overseeing decisions that were made last year. He does not feel taking curriculum issues back to individual site councils is what site councils were set up to do. Additionally, it would risk having to address an issue that may escalate in a site council meeting and then what would be done?

He would like to see a committee where parents can sit down more on a peer level with teachers and administrators to make recommendations so there can be a forum for parents to suggest alternative approaches.

Superintendent Hubbard added that the District is trying to set up a culture where asking a question is not considered an insult and providing information is a good thing. We want to make sure that the engagement process is respectful. She will also be contacting Gina Bartlett, as an outside moderator.

Board Member Raushenbush wanted to note that the reason people want to hold meetings is usually to become informed and to share their views. Some ways to deal with this may be to post information on the internet and expect everyone to read - maybe a more formal committee structure; or separate meetings so that one meeting could be informational and the next could be a discussion. Also, just as parents do not have time to attend additional meetings; it is very difficult for the District staff to spend time on additional meetings.

#### INFORMATION ITEMS

##### Announcement of Board Workshop

Superintendent Hubbard announced that a Board Workshop has been scheduled for Thursday, October 9, from 8:00-9:30 a.m. in the District Administration Office for a Board study session regarding the Special Education Program. The intent is to provide information to the Board in order for them to learn more about a program or issue. It is not a meeting for anything that would precipitate action. Action items should only be placed on a regular Board Meeting agenda.

Other Board Workshops have been scheduled for Tuesday, November 18, Tuesday, January 20, Tuesday, February 24, Thursday, March 12, and Thursday, April 30. The tentative item for discussion at the November 18 meeting will be the Adult Education Program and for the January 20<sup>th</sup> workshop, possibly a Public Engagement Meeting.

##### Announcement of Fall 2008 Piedmont Educational Foundation Grant Applications

Grant applications were distributed to all site staff. The deadline for completed grant application submittals to Site Principals is Monday, October 13, 2008. A specific amount was not given. PEF Grants Committee Chair, Dana Serleth, offered to put all of the application packets together for the administrators to review at their meeting of October 16.

#### CORRESPONDENCE

President Monach advised that three emails were received from parents regarding STAR test results.

Vice President Gadbois received an email from a parent regarding the curriculum review process, which he forwarded to the Superintendent and Director of Curriculum.

#### BOARD REPORTS

Board Member Tolles attended the *Everyday Math* session at Havens School last night.

Both Vice President Gadbois and Board Member Jones attended the *Everyday Math* session at Widwood, which he felt

is a great start.

Board Member Raushenbush attended the Green Task Force meeting which focused on waste diversion and recycling. He also attended the CHIME meeting. Positive feedback was given regarding the online registration.

President Monach attended the *Everyday Math* session at Beach which was well facilitated.

The elementary principals did a great job of coordinating and planning the meetings so that everything would be similar at each site.

## CONSENT CALENDAR

It was moved by Board Member Jones, seconded by Board Member Raushenbush, and passed unanimously to approve the Consent Calendar as presented. Items on the Consent Calendar were as follows:

- A. Adopt Regular Board Meeting Minutes of September 10, 2008
- B. Approve Personnel Action Report
- C. Approve Monthly Financial Report of the District for the Month of August 2008
- D. Conduct Second Reading and Adopt Revised Board Bylaw/Exhibit/Appendix 9270, "Conflict of Interest"
- E. Approve the following 2008-09 Budgetary Management Agreements Between the District and the Contra Costa County Office of Education/Regional Occupation Program
  - Journalism, PHS \$16,085
  - Biotechnology & Lab, PHS \$18,856
  - Sports Medicine, PHS \$34,240
  - AP Environmental Science, PHS \$19,358

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

- Review of Measure E Bond Program Projects (Oct)
- Approve Quarterly Report of Complaints received under Williams Settlement Agreement for July-Aug-Sept (Oct)
- Enrollment Figures for Beginning of School Year (Oct/Nov)
- Single Plan for Student Achievement (Jan)
- Review of Board Bylaws (Section 9000) TBD
- Presentation on PHS Science Program (TBD)

President Monach reminded everyone that the next Board meeting will be held on **Tuesday**, October 7, rather than Wednesday, October 8.

## ADJOURNMENT

There being no further business, and with no objections by the Board, the meeting was adjourned at 10:50 p.m.

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

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CONSTANCE HUBBARD  
Secretary, Piedmont Unified School District  
Board of Education