

PIEDMONT UNIFIED SCHOOL DISTRICT

Council Chambers, City Hall

120 Vista Avenue

Piedmont, California 94611

MINUTES OF

Regular Meeting of the Governing Board

November 12, 2014

CALL TO ORDER	President Andrea Swenson called the meeting of the Board of Education to order at 6:00 p.m.
ESTABLISHMENT OF QUORUM	President Andrea Swenson, Vice President Sarah Pearson and Board Members Amal Smith, Doug Ireland and Rick Raushenbush were present.
Adjourn to Closed Session	The Board adjourned to Closed Session at 6:01 p.m. to discuss: Public Employee Performance Evaluation: Superintendent (Government Code Section 54957))
Others Present in Closed Session	Superintendent Hubbard joined the session at 6:25 p.m.
Reconvene to Regular Session	President Swenson called the Regular Session of the Board of Education to order at 7:02 p.m. and led the Board and audience in the Pledge of Allegiance.
Others Present at Regular Session	Superintendent Constance Hubbard Michael Brady, Assistant Superintendent, Business Services Randall Booker, Assistant Superintendent, Educational Services
Report of Action Taken in Closed Session	The Board met in closed session and no action was taken.
Agenda Adjustments	There were no adjustments to the agenda. There are minor changes to two items on the Consent Calendar: the minutes and a Field Trip request.
COMMUNICATIONS/ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	None
CSEA	None
Parent Clubs	Molly Ashford, Vice President of Funding for the PHS Parents Club, gave a report on their activities: <ul style="list-style-type: none">reviewed 14 faculty grant requests; fully or partially funded 12 for a total of \$5,000 and looking for other sources of funding for the remaining two proposalsthe Challenge Success Team (CST) will be working with the Parents Club and the Wellness Center to promote social-emotional learning and improvement of the school climate; they will publish results of the recent Challenge Success surveyassisted with distribution of chromebooks to freshman and juniors, and looking for ways to fund additional professional development time for teachers to assist with chromebook implementationworking with Mr. Mapes to refurbish teachers' loungeworking on a survey of parents about the bell schedule and improving utilization of Infinite Campusthe College and Career Center is interviewing parent reps as part of the hiring process for a new Coordinator

- the club recently approve a block grant funding formula for administrator and personnel expenses in order to increase efficiency and reduce voluntary staff time spent on accounting
- Notes from Beach Parent Organization President Nicole Taylor said the Math Night was a great success. Parents were polled on shade structures and 84 families responded. A task force is looking into options.
- Notes from PMS Parent Club President Hilary Cooper said the club recently distributed \$7,500 in grants, including a goggle sanitizer, instrumental sheet music, yearbook supplies, and a vinyl cutter for the Maker's class.
- ACPD presidents met with Sara Lillevand, the new Recreation Department Director, to better coordinate programs and after-school enrichment programs. Principals have been hired for the Summer Enrichment classes and they expect to publish the class schedule by February 2015.

Student Representative to Board

Sean Dickson, MHS student representative, reported the following:

- MHS held a successful clothing drive for One Closet, an organization started by an Alameda high school student. DBFL gave a huge donation.
- Homecoming was amazing: It was formal and was held at a new location - the student center and a white tent outside. It was great until the sprinkler went off in the tent. Mr. Savage threw a trash-can over it and the dance continued.
- The Football team is 10-0, having beaten Alameda in a tough game; on Friday they play the first round of NCS against Kennedy High from Richmond.
- The high schools held a mock election for State offices and State propositions; the turnout was 184 out of 800
- This weekend the Fall Drama festival will perform *The Foreigner* and *Shiko's Monsters*.

Persons Requesting to Speak on Items Not on the Agenda

Scott Ng, PHS senior, reported a drop in enrollment in Mandarin III from 30 students last year to less than 10 this year. He believes it is because we have only one Mandarin teacher, and for some student a lack of variety in teaching styles causes students to lose interest. He suggests having more teachers or more variety in teaching styles.

Superintendent Announcements

None

President Announcements

None.

EDUCATIONAL SERVICES REPORT:
SPOTLIGHT ON STUDENT LEARNING
Connected Learning Initiative Update

Stephanie Griffin, Director of Instructional Technology, described implementation of Piedmont's Connected Learning Initiative. An integral tool for 21st century education is 1:1 Mobile Learning. This year the District is piloting the use of Chromebooks in the classroom.

Ms. Griffin reported on the rollout of Chromebooks. MHS students received chromebooks on the first day of school and since then students in 6th, 9th and 11th grades have received chromebooks for use each day. Currently chromebooks are being prepped for the elementary schools for grades 4 and 5. Students in grades 6, 9, and 11 will use their chromebook both at school and home, serving as a dedicated "learning-on-the-go" device.

Now that chromebooks are distributed to all 6th, 9th, and 11th grade students (as well as all Millennium High School Students), we are working with our parent, student, and teaching communities to develop feedback loops and institutionalize feedback as to how best to support teaching and learning. At the District Educational Technol-

ogy Advisory Committee (DETAC) meetings on February 5 and May 4, everyone is invited come and learn about the use of technology in education. We will survey the parents and students now, and again in March. The district website *Spotlight on Student Learning* includes much more information on the use of technology in the classroom.

REVIEW AND ACTION ITEMS

Approve Tri-School Single Plan for Student Achievement

California *Education Code* sections 41507, 41572, and 64001 and the Federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans into the Single Plan for Student Achievement. The purpose of this plan is to create a cycle of continuous improvement of student performance and to ensure that all students succeed in reaching academic standards set by the State Board of Education.

Site councils from the three elementary schools came together last year to develop a single plan for our elementary schools, establishing goals based on what we want 21st century learners to know and reflecting goals enumerated in the LCAP and Board-developed District goals.

The goals specified in the Single Plan are:

1. Parent Communication: To build parent awareness of the transition from the CA standards to the Common Core State Standards.
2. Common Core: Develop instructional strategies/practices and academic interventions to support the mastery of Common Core State Standards in literacy for all subject areas and in math for all students.
3. Technology Instruction: Students will demonstrate proficient use of technology as defined in the California Common Core State Standards by focusing on collaboration, communication, use of evidence, and evaluation of information.
4. Social/Emotional Curriculum: Implement Second Step Social/Emotional Curriculum during the 2013-14 School Year, with lessons delivered in each classroom in all grades K-5. Communicate with school community about core elements of the program.

Ms. Pearson moved to approve the Tri-School Single Plan for Student Achievement and Ms. Smith seconded the motion. The motion passed by a vote of 5-0.

Adopt Resolution 08-2014-15 "Authorizing Self-Reporting Under the SEC Municipalities Continuing Disclosure Cooperation Initiative"

This resolution authorizes the District to file a self reporting form under the SEC Municipalities Continuing Disclosure Cooperation initiative. Our financial advisors, KNN, have performed a comprehensive review of all disclosure requirements in our bond notices going back 10 years. They developed a list of *possible* errors and omissions, which was reviewed by our bond attorney Jones Hall. Any corrections were immediately submitted and the documents verified to be in complete compliance. Although there were no errors or omissions viewed as material, we are filing the self report in the event a future review determines there is materiality. Self filing means that if a material deficiency is found, the District is held harmless. There is no downside to self reporting.

Ms. Smith moved to Adopt Resolution 08-2014-15 "Authorizing Self-Reporting Under the SEC Municipalities Continuing Disclosure Cooperation Initiative" and the motion was seconded by Mr. Ireland.

The motion passed as follows:

AYES: Swenson, Pearson, Smith, Ireland, Raushenbush
NOES: None
ABSENT: None
ABSTAIN: None

Conduct Second Reading of Revised Board Policy 5141.33

Review Revised Administrative Regulation 5141.33

Current PUSD policies on Head Lice are in need of updating to reflect both current law and best practices. A revised Policy and Administrative Regulation was brought to the Board for review at the October 22, 2014 Board meeting. At that meeting the Board requested further revisions, and the proposed revised Policy on Head Lice with revised Administrative Regulations (AR) was presented for a second reading this evening. ARs do not require Board approval and were included for information purposes.

Mr. Raushenbush moved to Adopt Board Policy 5141.33 and Ms. Smith seconded. The motion passed by a vote of 5-0.

Review of District Facilities – Update of Special Meeting of October 21, 2014

The Board held a special meeting in October 2014 to review District facilities needs for the near and long term. The Board is committed to the review of facilities as to condition and functionality for education in the 21st Century.

The Board requested that staff bring back a plan to address facility priorities that includes a timeline and budget and allows for the possibility of bringing forward a Proposition 39 bond authorization at the next opportunity, which would be November of 2016. The Board expressed the desire to see a comprehensive list of priorities.

Starting with the November 2016 election and working back, the staff developed a budget and timeline for Board consideration. To enable understanding of the facilities needs of the District, an update of the Master Plan must be completed. Because the 2006 Master Plan addressed the seismic needs of all buildings in the District and because all structural and non- structural life-safety hazards have been addressed, it is anticipated that a budget to update the information we already have would be in the \$100,000 range. The staff recommendation is that funds be set aside from the Modernization Fund for the purpose of updating the Master Plan for the District.

The Board reviewed the proposed process, timeline and budget, which are summarized below:

- Preparation to enable the community to consider a bond authorization to address facility priorities as soon as November 2016
- Identify/define facilities priorities with budgets by June 2016
- Planning with staff to begin in January 2015
- Planning with community stakeholders in the Fall of 2015
- Synthesis of information and designation of priorities with preliminary budgets available for consideration by March 2016
- Community input to the Board as to the need for consideration of a bond authorization in May 2016
- Decision to call an election made by the Board in June 2016
- Budget allocation requires a minimum of \$100,000 – suggested source is the Modernization funds set aside – December 2014

There was no public comment.

Ms. Pearson moved that the Board allocate up to \$100k to proceed with the proposed process, timeline and budget. The motion was seconded by Ms. Smith and approved by a vote of 5-0.

The Board requested a review of the District's current *Facilities Use Handbook*. The reasons for this review are to explore some expansion of facility hours of operation, to clarify the District's permit process and insurance requirements in an effort to better define facility use agreements, and to examine the current schedule of fees in light of revisions to the Civic Center Act expanding the definition of direct costs that school districts may charge for use of its school facilities or grounds.

Draft amendments to the *Facilities Use Handbook* were presented this evening. The draft is intended as a starting point for Board discussions and an opportunity for public input.

Expansion of Facility Hours

Current demand for facilities use greatly exceeds the District's capacity, and the District is committed to looking for ways to augment access of facilities to the general public. Although there is the potential of expansion of hours made available to the general public, increasing District facilities availability beyond what is outlined in the draft would likely require hiring additional staff.

Public Use, Priority Use, Permits, and Insurance

When not in use by the District or reserved pursuant to a permit, the District's athletic facilities are available for general public use during the times set forth next to each facility. For-profit use is prohibited; any person or organization wishing to offer coaching or other programs at District facilities must obtain a permit. Similarly, organized groups that intend to use a portion of any athletic facility in a way that excludes others from using that portion of a facility must obtain a permit.

The draft as presented does not alter or otherwise affect the facility use agreements with the City of Piedmont except as they might be impacted by changes in hours of operation. Priorities for facilities use remain largely unchanged, except for the recognition of Piedmont-based sports organizations and their priority use of District athletic facilities. The groups identified have entered into one or more Memorandums of Understanding (MOUs) with the District and have also agreed to make ongoing donations to the District for future expenses at the District's athletic facilities.

Determining "Fair Fees"

The Civic Center Act (as amended) expands the definition of what constitutes direct costs that a school district may charge to include "the share of the costs for maintenance, repair, restoration, and refurbishment" of facilities proportional to an entity's use. Using information gathered from PUSD budget reports in 2013-14 and the "School Facilities Cost Calculator," District staff compared the results with the current fee schedule. This cost calculator, a tool designed to assist school districts to determine the costs of owning and operating their facilities, offers an example of a *method* for determining facilities fees; the results are not intended to serve as a fee schedule recommendation.

Mr. Raushenbush appreciates that the revised handbook is clearer regarding our expectations of renting organizations. He concurs that the Alan Harvey Theater should not be rented to outside organizations, and questions if the District should rent facilities if no staff are present. He would like to see Sunday use of Witter Field continued. He would like to have a new facilities use agreement with the City and outlined the priority of outside use as follows: City and civic organizations, support groups which have an MOU with the District,

and sport and Piedmont-focused groups without an MOU.

The board was asked to provide direction to staff and seek public input on a number of areas regarding policies and procedures for use of school facilities. These areas include hours of operation, inclusion or exclusion of locations (elementary classrooms, Alan Harvey Theater), availability of staffing, priority of use, and the applicability of the *Facilities Use Handbook* guidelines to all user groups, including organizations identified under the District's existing Memorandum of Coverage for property and liability insurance. Board Members Raushenbush and Smith agreed to work with Mr. Brady on these issues.

The Board was asked to approve a revised fee schedule and to determine a date for its implementation. The fee schedule will incorporate changes as provided under the revised Civic Center Act.

Proposed Process - Superintendent Search

President Swenson described the timeline and process for searching for a Superintendent. The Board is committed to an open and inclusive process that takes into consideration the need for confidentiality of potential candidates. The timeline includes establishment of a subcommittee to review, interview and recommend a search firm to the Board at the December 10, 2014 meeting. This subcommittee would consist of six members: two Board members – Sarah Pearson and Doug Ireland; the Piedmont City Manager; and representatives from the parent community, the staff and the community in the form of a former Board member.

It is anticipated that the selected search firm will make a presentation at the December 10 meeting that includes a review of the search process and a list of dates for information gathering from all stakeholders. The goal is to conduct interviews in March 2015 and finalize a contract with the new Superintendent by early April 2015.

PUBLIC COMMENT

Hari Titan, Piedmont resident, was concerned about the selection process and suggested that the criteria for candidates be released to the public. He would like a spreadsheet naming all candidates and rating them on the agreed-upon attributes be released to the public.

BOARD ACTION

Ms. Swenson suggested Ms. Pearson and Mr. Ireland to lead the subcommittee to select the search firm. Ms. Hubbard noted that the Board needs to give them the authorization to work with Ms. Chin-Bendib to negotiate a contract with the chosen search firm.

Ms. Smith moved to accept the nomination of Ms. Pearson and Mr. Ireland to head the subcommittee for the selection of a search firm and authorize them to execute a contract with the firm chosen. The motion was seconded by Mr. Raushenbush and passed by a vote of 5-0.

ANNOUNCEMENTS

Superintendent Hubbard announced that the annual Piedmont Turkey Trot will take place at 8:30 a.m. on Thanksgiving Day, Thursday, November 27. For those who would like more information or to register online, the website is <http://piedmontturkeytrot.com/>.

CORRESPONDENCE

After the Special Education Workshop, Ms. Smith received an email regarding Beach as the main site for Special Education. She received a phone call with follow up questions about the Turkey Trot and had several bleacher conversations about the Turkey Trot.

Ms. Pearson received two calls about Common Core Math and opportunities for parent engagement. Mr. Booker said an email will be sent out tomorrow to the Math Task Force describing opportunities for parent engagement in December and January, which will

include PHS and PMS Site Councils and Parent Clubs.

Ms. Swenson received an email from someone interested in being involved with the search process and an email with questions about interpreting Piedmont's test scores, which she sent to Mr. Booker.

BOARD REPORTS

Mr. Raushenbush attended the Beach Parents Club, the Boosters Club and the Math Task Force.

Mr. Ireland attended the Havens Parents Club at which PRAISE members gave a presentation on special education, the DETAC meeting, the Tri-School Site Council, and the Empty Nest event. He has site visits scheduled at PHS and PMS later this week.

Ms. Smith attended the performance of *Opus* at the Piedmont Center for the Arts, the DETAC meeting, the Tri-School Site Council, the MHS Parents Club, the Empty Nest event, the Beach Math Night and the most recent PHS Football game. Her husband is the Executive Director of Bay Area Outreach & Recreation Program (BORP), a non-profit that provides outdoor and recreation programs for people with physical disabilities. BORP partnered with the PHS men's basketball team for a Roll & Shoot basketball game using adaptive wheelchairs. The BORP team won and the event was a great fundraiser with each team raising \$3,550-4,000.

Ms. Pearson attended the 6th grade opera, the PMS Parent Club meeting, the Math Task Force, and the PHS Cross Country meet where the Women's Cross Country Team won the league championship. This weekend she will attend the PHS Fall Drama Festival and a League of Women Voters workshop on Monday. She attended a Conference on Adverse Child Events, an exciting new field that includes health and education providers to work with children who have had four or more adverse events, which put them more at risk. She attended a conference at UC Berkeley on Self Compassion, a concept and practice she believes would be useful in our efforts to reduce student stress.

Ms. Swenson attended an Educate Our State luncheon with Ms. Pearson, and all Board members attended a workshop on Special Education. She hosted the Empty Nest Reception, and attended the PMS Site Council where she appreciated the presence and comments of the student representatives.

CONSENT CALENDAR

The Consent Calendar includes two amendments to the minutes of the October 22 Board Meeting: the section on the report from the Student Representative has been amended and the dates of the field trip to Camp Arroyo have been changed to January 9-11, 2015. The corrected minutes are posted on the District Website and available this evening.

President Swenson thanked PAINTS for their generous donations to PHS and PMS for art materials.

Mr. Raushenbush moved and Ms. Smith seconded a motion to approve the consent calendar with the amendments to the Student Representative report and the dates of the Camp Arroyo field trip. The motion passed 5-0.

- A. Adopt Regular Board Meeting Minutes of October 22, 2014 Board Meeting
- B. Adopt Board Meeting Minutes of November 4, 2014 Special Board Meeting

- C. Approve Financial Report for October
- D. Approve Warrant List for August 1 – October 31, 2014.
- E. Approve Personnel Action Report
- F. Approve Revised Board Policy and AR 5141.31 “Immunizations”
- G. Adopt Resolution 09-2014-15 “Authorized Agents”
This resolution complies with Ed Code requiring the District to provide the County Office of Education with the signatures of those authorized by the Board to sign orders in its name when there are additions or changes.
- H. Accept donations from PAINTS (Promote Art in the Schools) to PHS in the amount of \$3,216 to enhance art supplies, materials and equipment and to PMS in the amount of \$5,168 to enrich art supplies.
- I. Approve Field Trip for 11 PHS students to attend the JSA Convention in Santa Clara from November 15-16, 2014.
- J. Approve Field Trip for 5th graders from Beach, Havens and Wildwood to attend Camp Arroyo from January 9-11 and January 23-25, 2015
- K. Approve Field Trip for 40-60 PHS Jazz and Symphonic Band students to attend the Heritage Festival Bands tour in Anaheim, California from March 6,-9, 2015.
- L. Approve Field Trip for 25-30 PHS Orchestra students to attend the Heritage Festival Orchestra tour in Hollywood, California from March 26-29, 2015.
- M. Approve Agreement for Professional Services between Piedmont High School and Children’s Hospital & Research Center in the amount of \$27,000 to provide the services of a Certified Athletic Trainer effective August 1, 2014 to August 1, 2015.
- N. Approve one Independent Service Agreement with COFY (Community Options for Families and Youth), to provide non-public services to one student, effective November 12, 2014 through June 30, 2015, at a total cost not to exceed \$18,600.00. Funding: Special Education

FUTURE BOARD AGENDA ITEMS

The Facilities Handbook will be brought back for review and approval. The December meeting will include review and approval of the First Interim Budget and ratification of the contract with the search firm, which is expected to provide an presentation on the search process. The report of the Math Task Force has been moved to February/March to allow time for outreach to parents on math pathways.

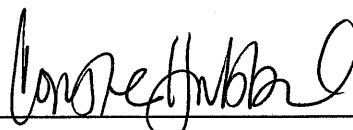
Ms. Pearson will be unable to attend the January 27, 2015 Board Meeting.

ADJOURNMENT

The meeting was adjourned at 10:08 p.m.

andrea swenson

ANDREA SWENSON
Board President, Piedmont Unified School District
Board of Education



CONSTANCE HUBBARD
Secretary, Piedmont Unified School District
Board of Education