

PIEDMONT UNIFIED SCHOOL DISTRICT

Council Chambers, City Hall

120 Vista Avenue

Piedmont, California 94611

MINUTES OF

Regular Meeting of the Governing Board

December 10, 2014

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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 6:30 p.m.
Reconvene to Regular Session	President Swenson called the Regular Session of the Board of Education to order at 7:08 p.m. and led the Board and audience in the Pledge of Allegiance.
Others Present at Regular Session	Superintendent Constance Hubbard Randall Booker, Assistant Superintendent, Educational Services Song Chin-Bendib, Chief Financial Official
Report of Action Taken in Closed Session	The Board met in closed session and no action was taken.
Agenda Adjustments	Superintendent Hubbard asked that two field trips inadvertently left off the Consent Calendar be included on the Consent Calendar. These are annual trips for the Women's Basketball Team to play in a tournament in Arizona and for the Men's Basketball Team to play in tournament in San Diego over the holidays. The trips are posted on the website and included in the material distributed at this meeting.
COMMUNICATIONS/ ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	Gabrielle Kashani, APT President, thanked Mr. Ireland for speaking to her economics class about the collapse of Lehman Brothers; he did an excellent job and her students are still talking about it. She congratulated Superintendent Hubbard on her retirement. She noted that the meeting between APT elementary reps and the principals to develop the new conferencing schedule is a good example of how APT and the District work together – the process was seamless and the result was in everyone's best interests.
CSEA	None
Parent Clubs	None
Student Representative to Board	Claire O'Connor, PHS student representative, reported the following: <ul style="list-style-type: none"><li>• Finals begin next week and stretch through winter break.</li><li>• A blood drive will be held on December 18 in Binks Gym; students, teachers and citizens are welcome to donate.</li><li>• Soccer and basketball season seasons have started and have been very successful.</li></ul>

- The annual Alameda County Food Bank drive is going on now and PHS is 9,000 pounds behind where they usually are.
- Winter Ball is scheduled for January 31.

Persons Requesting to Speak on None  
Items Not on the Agenda

Superintendent Announcements

Superintendent Hubbard announced that Piedmont schools will be open tomorrow. Parents were notified this afternoon via Infinite Campus, text alerts and twitter. This decision was made after consultation with the City. The Public Works Department is making sure all storm drains are open and the District's maintenance staff have ensured that the all school sites are prepared. Staff will be monitoring the situation this evening and if there are any changes, a notification will go out to parents. She would like people to realize that school districts closing tomorrow are those transporting students. We do not transport students, and she advised parents and staff to come in only if they feel safe.

President Announcements

President Swenson welcomed Song Chin-Bendib, our Chief Financial Official, who is here this evening to present the First Interim Budget.

EDUCATIONAL SERVICES  
REPORT: SPOTLIGHT ON  
STUDENT LEARNING  
Joint City-School District Book Drive

President Swenson announced that the City of Piedmont and the School District are having their first-ever joint book drive. Books for young children will be donated to the Oakland Rotary Kinder Prep Program for TK students and any K-12 books will be donated to the Oakland Children's Book Project for children in need. There are drop boxes at every school site, the District Office and City Hall. Books may be contributed through December 19th.

Superintendent Hubbard mentioned that this project is a good example of the increased cooperation and communication between the City and the School District. The project was conceived by Mayor Fujioka and President Swenson.

REVIEW AND ACTION ITEMS

Ratify Contract with Hazard, Young, Attea & Associates Executive Search for the Superintendent Search – Presentation of Timeline for Superintendent Search Process

To launch the search for a new superintendent the Board established a small subcommittee coordinated by Board Vice-President Sarah Pearson and Board Member Doug Ireland to gather proposals from a list of search firms. On November 21, the committee heard proposals from four search firms and unanimously selected the search firm Hazard, Young, Attea & Associates Executive Search. Mr. Ireland said they contacted references and HYA received glowing recommendations.

Mr. Raushenbush moved that the Board ratify the contract with Hazard, Young, Attea and Associates Executive Search. The motion was seconded by Ms. Smith and approved by a vote of 5 to 0.

The District will be working with William Levinson, retired Marin County superintendent, and Barbara Young, retired superintendent from Mill Valley who taught at Havens Elementary.

The Board will meet with Mr. Levinson and Ms. Young December 18 to plan the details of the search process and finalize a timeline. This workshop will be open to the public. At the board planning session the consultants will walk the board through the process, finalize the timeline, talk about outreach to the community, and review advertising and a draft of the ad. There will be a closed session to discuss parameters around the contract and compensation for the position.

The first step in the process is to develop a leadership profile. The consultants will spend four days in the district, meeting with a variety of constituents including district office staff, administration, principals, parents, teachers, Board members past and present, staff and students as well as an evening community meeting open to all participants. Each

group will be asked the same questions: What are the strengths of the district? What are the challenges the new superintendent will face when he/she comes on board? What are the qualities and characteristics you want in your new superintendent? Do you know anyone who might be a great candidate?

There will be an online survey posted on the PUSD website that will include a list of 25 qualities; participants will be asked to identify their top eight qualities for a new superintendent. There is also room for open-ended responses.

The consultants will use interview and survey results to develop a profile report, which will be presented to the board at a public meeting. This report will be available to the public and will provide the Board with a clear idea of what community is thinking.

The consultants will conduct a nationwide recruitment process based on advertising and outreach to all HYA consultants and to their many personal contacts. They will identify the 10 to 15 most likely candidates, conduct off-site interviews and determine the top 5 to 6 candidates. After careful reference checking, these applicants will become the candidates presented to the Board for a formal interview in a closed session

The interview process will consist of a first interview, which is a very structured off-site interview. The second interview will consist of the top three candidates. There will be further interviews and meetings with Board members, and deep and extensive reference checking. The Board President will be authorized to make a job offer to the successful candidate following a successful site visit to the candidate's district, negotiations on the employment contract, and completion of a Baker/Eubanks Due Diligence report.

It is important that candidate names be kept confidential to ensure a pool of strong candidates. People doing well at their jobs need to maintain the relationship with their district. Staff at nearby districts would be reluctant to apply if they believed their name would be exposed and they might jeopardize their current position.

Regarding questions of transparency and inclusion, Ms. Smith noted that the main reason the review is done by a closed group is the need for confidentiality. School Board members are elected officials who are in a unique position to represent the expectations, needs and aspirations of the community. The process will focus on helping select a candidate that meets the expectations of the community as reflected in the candidate profile. There will be opportunities for the community to participate in developing the candidate profile through participation in an online survey and attending a public meeting that will be held sometime in January.

Approve Secondary Single Plans 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 for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and ESEA Program Improvement into the Single Plan for Student Achievement. The Board will be requested to approve the plans for the secondary schools: Piedmont Middle School, Piedmont High School and Millennium High School. Utilizing the LCAP, District goals and previous site plans, these plans were developed by each school's site council, which includes teachers, staff, parents and students.

Ms. Ting Hsu Engelman, principal, and Mr. Sati Shah, teacher and Site Tech Coordinator, presented the Single Plan for Millennium High School, which updated two previous goals and established a third goal

for 2014-15. Goal #1 is to refine instructional strategies/techniques tools to support Common Core readiness across all subject areas and math. Goal #2 is continue to establish a supportive and organized school structure/practices that foster students to take ownership and accountability of their academic and personal needs. Goal #3 is to leverage MHS participation in the PUSD Connected Learning pilot to increase differentiated instruction, access to core materials, and student organization in core content areas.

Principal Brent Daniels presented the Piedmont High School plan, which was organized around four themes, each represented by a goal. Goal #1 is to promote student engagement, learning and achievement through schoolwide differentiated instructional practices, inclusive of instructional technology and Common Core State Standards implementation, to meet the diverse learning needs of all students. Goal #2 is to provide programs grounded in social and emotional learning and develop school structures to optimize learning and achievement for all students. Goal #3 is to support effective use of technology to promote student learning and achievement in the classroom, and Goal #4 is to provide an environment that protects the physical safety of students, faculty and staff via a thorough review and updating of security protocols. Each goal includes specific actions to achieve the goal along with timelines and descriptions and identification of individuals responsible.

Principal Ryan Fletcher reviewed the plan for Piedmont Middle School, which updated two goals from 2013-14 and included two new goals. Goal #1 is to maximize student learning that supports the transition implementation of the Common Core State Standards in literacy within all subject areas including math as well as the Next-Generation Science Standards while providing the necessary differentiation across all subjects. Goal #2 is to maintain a positive school climate by building partnerships within and between our students, staff and parent communities while supporting the needs of the whole child. Goal #3 is to support and evaluate the 6th grade "Connected Learning Pilot" (1:1 Computing) to determine if expansion to all grade levels by the 2015-16 school year is appropriate. Goal #4 is to strengthen communication between teachers, students and parents around academic and social emotional progress.

Will Thacher, PHS Senior, asked if students could access the results of the Stanford Challenge Success survey. Mr. Daniels said that right now a committee of students and parents is working on an executive summary of the results and is focusing on determining the role of each group in addressing issues.

Elizabeth Sweeney, PHS senior, noticed the emphasis on technology and wondered why sophomores were excluded from getting Chromebooks. Assistant Superintendent Booker explained that Chromebooks are being piloted this year in grades 6-9 and 11 because grade 11 will be taking the Smarter Balanced Assessment this year using chromebooks. The District wanted to be able to provide professional development and learn how to roll out chromebooks in the best possible way. Next year all students in grades 6 - 12 will receive chromebooks.

Sam Thacher, PHS senior, wondered what was being proposed to promote student safety. Principal Daniels explained the school is practicing fire and disaster drills, and is working on shelter-in-place and lockdown processes to protect students.

Brendan Gerrity, PHS senior, wanted to know the District's position on the proposed school fence and what purpose it would serve. Mr. Booker explained that this was a project discussed last year. Fencing was provided at the elementary schools and it was determined it was not

cost-effective or architecturally appropriate to provide perimeter fences for the complex that includes the secondary schools.

Cameron Paton, PHS Senior, asked if there had been a change in the social climate at the middle schools with the Wellness Center having a presence on that campus. Mr. Fletcher said it is difficult to pinpoint the source of results but that the Wellness Center has provided more opportunities and more meetings with students.

Mr. Raushenbush moved to approve the Secondary Single Plans for Student Achievement for Piedmont High School, Millennium High School and Piedmont Middle School. The motion was seconded by Mr. Ireland and approved by a vote of 5 to 0

Review 2014-15 First Interim Financial Report; Approve Positive Certification of the District's Ability to Meet Financial Obligations for Current and Subsequent Two Fiscal Years; and Authorize Appropriate Budget Transfers of Funds

Ms. Chin-Bendib reviewed the First Interim Financial Report, which looks at the trends for this year and the next two years. The budget reflects the District's goals and philosophy of providing a depth and breadth of student programs, supported by the financial contributions of the community. This budget maintains current programs and is based on revenue projections from the FCMAT LCFF calculator.

The greatest long-term budget challenges are the unfunded CalSTRS liability, the CalPERS contributions, and the effects of Proposition 2 (Rainy Day Fund). Employer contribution rates to CalSTRS and CalPERS are increasing without any increase in State funding. The CalSTRS contribution rate will impact the budget by \$735k over the next three years and the CalPERS contributions will cost the District \$182k. This is mandated by the State. It does not increase benefits; it is a move to balance the funds in the future.

The effect of Prop. 2 is to require school districts to spend down their reserves when certain conditions are met. This undermines the ability of school boards to set aside money for known future costs, unexpected expenditures and times of economic downturn.

The report includes actual expenditures through October 31. Revenue for 2014-15 reflects an increase of \$912.5k based on an increase of \$202k in ADA for 30 additional students, an increase in mandated cost reimbursement of \$78K and an increase in \$647k in local revenues. Expenditures reflect an increase of \$824.6k based on classified salaries, employee benefit costs, books and supplies and other operating expenses. The ending fund balance is projected to be \$2,276,266 (including a 4% reserve for economic uncertainty, plus an additional \$834,247 for use in 2015-16). Revenue projections reflect a 2% increase in the school support parcel tax and are incorporated into the current fiscal year and two subsequent fiscal years' budgets. The actual levy of the Parcel Tax will be determined at a public hearing in April prior to each fiscal year.

In 2015-16, the projected reserve would be 3% but would only be 0.3% in 2016-17. The primary reason for the shortfall is an increase in expenditures expected to offset the additional \$1.7M in LCFF funding. District administration will take early and decisive action to develop a plan to address the reserve shortfall by the second interim report. For this reason, staff recommends a positive certification.

The Adult Education Fund shows positive ending fund balances and sufficient reserves; in 2015-16 and 2016-17 State regulations are likely to be different and their effect on the fund is unknown. The Cafeteria Fund is used to track all food service operations. The Deferred Maintenance Fund no longer receives State funding and is a transfer from the General Fund designated by the Board to provide money for planned and emergency repairs. The Parcel Tax Reserve Fund was established to hold reserves from parcel tax funds. As funds from Measure B have

been fully expended, no money from the current school support tax has been set aside in this fund. The Building Fund supported the Seismic Safety Bond program and these funds have been fully expended on Board-approved projects. The State School Facilities Fund contains restricted funds received from the State for modernization projects. The fund contains a balance of which \$100k has been set aside for use in developing a master facility plan and the remainder is expected to be expended on already approved projects; the Second Interim Budget will include the costs of those projects. The Capital Facilities Fund includes donations for capital projects including the donation of \$560k for Alan Harvey Theater and \$50k in funds to renovate Witter Field turf. The NODA Fund provides interest to be used for visual arts programs; interest earnings are insufficient to fund grants in this budget.

Superintendent Hubbard would like the community to be aware that the new method of school funding, the Local Control Funding Formula (LCFF), has not resolved the District's economic future. News reports have described in rosy terms additional funding for schools, which is provided primarily through concentration grants. These grants are based on the number of English learners, low-income students and foster youth. PUSD is not eligible for any of these supplemental grants and faces additional unfunded expenses. We are able to recommend a Positive Certification despite the shortfall in the 2016-17 year based on the District's reserve levels, and its ability to increase revenue and reduce expenses as needed and in time to respond to economic uncertainty. The District has committed to developing a plan to address the shortfall by the presentation of the Second Interim Budget in April.

Board Member Raushenbush noted that if it were not for the reserve, the District would be in trouble now. President Swenson clarified that the budget does not include any salary increases and a 3% reserve in the second year rather than the 4% reserved recommended by the Board.

As Board Member Raushenbush explained, it is important to understand that the major problem is the increase in the cost of PERS and STRS contributions. This is not how you would run a business: the State Legislature increased STRS benefits in 2001 without increasing contributions to the fund. This resulted in a large unfunded liability and the State is now requiring school districts and employees to increase their contributions. The District has no control over this expense and it does not represent any increase in benefits to employees.

Superintendent Hubbard described the 2016-17 shortfall as around \$1M, which is almost exactly the amount of the increase in pension contributions over the three years of the budget. This expense was foisted upon school district in June of 2014 with no warning and no additional funding to offset the expense.

Gabrielle Kashani, APT President, said the cost of living increase teachers received this year is being eaten up by the increase in their STRS contribution. Her point is that step-and-column increases are not raises but are increases based on longevity. After 12 years teachers receive a step-and-column increase every other year. Because two-thirds of our teachers have been here more than 12 years, in any given year over half the teaching staff receives no increase.

Ms. Smith moved and Mr. Raushenbush seconded a motion Approve Positive Certification of the District's Ability to Meet Financial Obligations for Current and Subsequent Two Fiscal Years; and Authorize Appropriate Budget Transfers of Funds. The motion was passed by a vote of 5-0.

## ANNOUNCEMENTS

## CORRESPONDENCE

Ms. Smith said that Dr. Steve Sidney reached out to Ms. Ting Hsu Engelman to provide information to PHS students on hypertension and the importance of blood pressure screenings and to work on creating a community service option. Ms. Smith received several emails congratulating Superintendent Hubbard on her article about student stress published in the *Contra Costa Times*. She received an email from Bill Blackwell indicating his desire to provide input on the facility review project, and an email from a PMS family about the importance of offering geometry as part of the math progression in middle school.

Ms. Swenson received a phone call about shade at Beach.

Ms. Pearson received a phone call on Beach shade, one on math and one on the search process.

Mr. Ireland received a phone call on the search process.

## BOARD REPORTS

Mr. Raushenbush attended the Beach Parents club and one other event.

Mr. Ireland visited PHS, MHS, PMS and Havens. He learned more about the Challenge Success program and was impressed with the number of clubs meeting at PMS during lunchtime. He made a presentation to a PHS Econ class. He, along with all Board members, attending a workshop to choose the search firm.

Ms. Smith enjoyed the excellent work of the drama classes displayed in the plays *Foreigner* and *She Kills Monsters*. She attended the League of Women Voters event, the Parent Education night on the Physiology of Sleep, the ALPS meeting, the MHS Parent Club, the Wildwood Parent Club, an evening with Mr. Daniels, a facility review meeting with Mr. Brady and Mr. Raushenbush, and the Men's Basketball game against Scotts Valley. She also attended the Common Core Math night at Wildwood and the PUSD night on Common Core. She appreciates the dedication of staff in attending evening meetings.

Ms. Pearson attended the PHS plays and is looking forward to the Acapella Concert. She attended the 6<sup>th</sup> grade Mom's Social, a new event, and the League of Women Voters' event, the Parent Education speaker on the Physiology of Sleep, the 6<sup>th</sup> grade Piedmont Parents Network meeting and the PEF Board meeting. The Cross Country Women's Team won the NorCal Championship and was honored with a Special Proclamation from the City Council. She participated in an Ed Week online chat on the transition to Integrated Math. She received a call from PADC on having school conversations about race and was forwarded a youtube video filmed by a PHS student of peaceful local protests and interviews with participants and protest leaders. She urged everyone to purchase SCRIP from the Fundraising Office.

Ms. Swenson attended the APCP meeting, an excellent presentation on math, the Education Foundation meeting, the Parent Ed night on Common Core Math, the PHS Parent Club, the Math Task Force and another math presentation at the PMS Site Council. She attended the City Council meeting to promote the Book Drive and the Budget Advisory Committee meeting, which was attended by three new members of the school support tax subcommittee.

## CONSENT CALENDAR

The Consent Calendar includes the addition of two field trips; these trips are annual trips taken by the men's and women's basketball teams to participate in tournaments.

Ms. Smith moved and Mr. Ireland seconded a motion to approve the consent calendar with the addition of the two field trips. The motion was approved by a vote of 5-0.

- A. Adopt Regular Board Meeting Minutes of November 12, 2014 Board Meeting
- B. Approve Personnel Action Report
- C. \*Accept donation of \$800 from Charlie Wheeler and Faye Beverett for the PMS Student Body account.
- D. Ratify Contract between Piedmont USD and KNN Public Finance
- E. Approve Independent Contract for Marie Souza to provide services to the Special Education Department as Interim Director in an amount not to exceed \$40,000. Effective December 11, 2014. Funding Source: Special Education
- F. Ratify Independent Contractor Agreement for Special Services. The Board is requested to approve this Agreement covering independent contractors serving as Piedmont High School Soccer Coaches for the period of November 9, 2014 through May 31, 2015.
- G. Approve one Independent Service Agreement with Starfish Therapies, to provide nonpublic services to one student, effective November 1, 2014 through June 30, 2015, at a total cost not to exceed \$595.00. Funding: Special Education
- H. Approve one Independent Service Agreement with California Therapy Connection, to provide nonpublic services the district, effective November 1, 2014 through December 31, 2014, at a total cost not to exceed \$2,000.00. Funding: Special Education
- I. Approve one Master Contract and one Independent Service Agreement with Youth Care of Utah, Inc., to provide nonpublic services to one student, effective October 15, 2014 through May 5, 2015, at a total cost not to exceed \$85,050.00. Funding: Special Education in the amount not to exceed \$16,100.

FUTURE BOARD AGENDA ITEMS

- Review Facilities Standards/ Green Policy (TBD)
- Independent Auditor's Presentation of 2013-14 District and Annual Financial Report (Audit Report) (Jan. 10)
- Review Health-Related Board Policies/ARs (Jan.)
- Review Recommendations of Math Task Force for 2015-16 (Feb./March)

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

andrea swenson

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

Constance Hubbard

CONSTANCE HUBBARD  
Secretary, Piedmont Unified School District  
Board of Education