

SAN LEANDRO UNIFIED SCHOOL DISTRICT
SAN LEANDRO, CALIFORNIA
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BOARD OF EDUCATION WORK SESSION - MINUTES

November 29, 2004

The Board of Education of the San Leandro Unified School District met in special session on November 29, 2004, in the San Leandro Unified School District Office Conference Room 1, 14735 Juniper Street, San Leandro, California.

The meeting was called to order at 6:01 p.m. by President Linda Perry.

BOARD MEMBERS PRESENT

Trustee Elect Ray Davis
Trustee Elect Stephen Cassidy
Mr. Rick Richards
Ms. Linda Perry, President

BOARD MEMBERS ABSENT

Mrs. Pauline Cutter, Clerk
Mr. Louis Heystek
Mr. Ken Pon

DISTRICT STAFF PRESENT

Christine Lim, Superintendent
Leon Glaster, Assistant Superintendent
Michael Martinez, Assistant Superintendent

PRESENTATION/DISCUSSION

President Perry said that the subject for tonight's meeting was a Board Member Orientation Workshop that provides information and procedures for the trustees elect and acts as a refresher course for current members.

Superintendent Lim introduced District staff: Leon Glaster, Assistant Superintendent for Business Services; Mike Martinez, Assistant Superintendent for Human Resources, Wendy Ponder, Coordinator for English Language Learner Program; Debbie Wong, Director of Curriculum and Instruction; Al Acuna, Director of Student Support Services; Deirdre Lasher, Director of Special Services, and Mary Ann Valles, Bancroft Principal. Celia Ruiz, legal counsel from Ruiz and Sperow was also present.

Staff presented an overview of the 2004-2005 Board of Education Handbook that was distributed to all Board members which is a great resource filled with helpful information.

- Board of Education/Bylaws: Brown Act and Confidentiality
Celia Ruiz gave an overview regarding the Brown Act and issues of confidentiality. Information included a handout from the Office of the Attorney General summarizing the Brown Act and the Alameda County School Trustee Association *Open Meeting Laws, Voting requirements, Minutes and Parliamentary Procedures*, dated November 18, 2004, from School and College Legal Services.
- Board of Education/Bylaws and District General Information
Superintendent Lim highlighted the professional governance standards, Board committees, Board Policies, and Board-Superintendent Protocols and District General Information such as the District's mission, beliefs, and strategies, District's Focus on closing the achievement gap; District directory, organizational chart, Strategic Plan for 2004-2005, Cabinet's goals, and the Superintendents District newsletter, *Bridging Communications*, agenda planning schedule and Board meeting sample agenda.
- Human Resources
Highlights presented by Mr. Martinez, Assistant Superintendent of Human Resources, included the certificated evaluation forms, administrators' evaluation forms and standards, collective bargaining unit agreements, teacher demographics, credentialing, Induction Program/BTSA, No Child Left Behind; Scattergram, Certificated Comparable Study, Salary Schedules, Contract Administrative Grievances and substitute Teacher Handbook.
- Business Services and Facilities Program
Leon, Glaster, Assistant Superintendent for Business Services explained position control, staffing allocation and shared information regarding attendance. He highlighted recent laws and legislation that will impact the District such as the William's lawsuit, new AB 1200 legislation, AB825 Categorical Block Grants, SB311 K-13 Class Size Reduction, Workers' Compensation, P1 and P2 counts, employee benefits and the Technology Plan. He also shared the Measure A Monthly Updates and an example of the monthly board presentations.

- Curriculum & Instruction

Debbie Wong, Director of Curriculum and Instruction explained that Educational Services is comprised of three departments: Curriculum and Instruction, Special Services and Students' Support Services. Debbie provided documentation explaining "What is Curriculum?", "What Underlines the "Written", "Taught", and "Tested" Curriculum?", and "What are the other programs and areas of responsibility in the Instructional Division?"

- Special Services

Deirdre Lasher, Director of Special Services summarized the major provision changes to the I.D.E.A. (Individuals with Disabilities Education Act) including legal timelines, referrals, assessment, IEP Team meeting, placement, other procedures, primary handicapping conditions and abbreviations and glossary. She shared information from their procedural manual giving an overview of the kinds of program options and descriptions Special Ed. offers, fiscal analysis, and a November 19, 2004 New York Times article regarding I.D.E.A. Reauthorized.

- Students' Support Services

Al Acuna, Director of Students' Support Services, explained that his department acts as an advisory to the site administrators, parents, and students, and the District. Highlights included suspension data/information, expulsions, suspension, stipulated, guide sheet for Administrative Panel Recommendations, Discipline Code/Appendix A, Parent Handbook, definition of excused/unexcused absences, and Emergency Chain of Command.

Mr. Cassidy asked for information regarding the verification process and what the responsibilities of the sites and District Office were to determine residency for the students. Mr. Acuna said that he would be glad to provide that information to him as well as all the Board members.

Mr. Davis asked for contact information for the Board members and who he would talk to regarding a tour of a school site. Superintendent Lim said she would be emailing Board contact information on December 7 and that he should talk to the principals at each site to schedule a tour.

Board member elect Stephen Cassidy thanked everyone for participating and spending a lot of time (after hour) preparing for the workshop.

PUBLIC TESTIMONY ON NON-AGENDA ITEMS

None

BOARD MEMBER COMMENTS

Board member elect, Ray Davis, thanked the Superintendent and her staff for the very informative meeting and is looking forward to working with her.

ADJOURNMENT

President Perry noted that Trustee Richards had to leave a 6:45 p.m. and the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Pauline Cutter, Clerk