

SAN LEANDRO UNIFIED SCHOOL DISTRICT  
SAN LEANDRO, CALIFORNIA  
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**REGULAR MEETING OF THE BOARD OF EDUCATION - MINUTES**

May 3, 2005

The Board of Education of the San Leandro Unified School District met in regular session on May 3, 2005, in the San Leandro City Council Chambers, 835 East 14th Street, San Leandro, California.

The meeting was called to order at 6:02 p.m. by President Pauline Cutter. She said that she would be passing out a revised suspension expulsion report noting that the action would still be the same.

**BOARD MEMBERS PRESENT**

Mr. Stephen Cassidy  
Mrs. Lisa Hague  
Mr. Louis Heystek  
Ms. Linda Perry  
Mr. Ray Davis, Clerk  
Mr. T.W. "Rick" Richards, Vice President  
Mrs. Pauline Cutter, President

**DISTRICT STAFF PRESENT**

Christine Lim, Superintendent  
Leon Glaster, Assistant Superintendent  
Michael Martinez, Assistant Superintendent  
Linda Pollard, Administrative Assistant

**PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA**

There were no public comments concerning items on the closed session agenda.

**CLOSED SESSION**

At 6:04 p.m., the Board went into closed session for Public Employee Discipline/Dismissal/Release; Conference with Labor Negotiator; and Conference with Legal Counsel – Existing Litigation pursuant to Government Code Sections 54957, 54957.6, 54956.9(b), and 54956.9. It was determined there was no need for the closed session on Student Expulsions. The closed session was adjourned at 7:13 p.m.

The Board returned to open session at 7:20 p.m. with the Pledge of Allegiance to the Flag. President Cutter said the Board had been in closed session and no action was taken.

President Cutter requested that Conference Item 4.2-CF, Proposal for a Strategic Assessment and Design of a Community Engagement Process be moved up on the agenda before Consent Items; and Consent Item 4.3-C, Resolution #05-27, 2005-06 Tax and Revenue Anticipation Notes (TRANS) be pulled from the consent calendar and follow 4.2-CF for discussion/action.

## **APPROVAL OF AGENDA**

On a motion made by Mr. Davis and seconded by Mr. Richards, the Board approved the agenda for the regular meeting of May 3, 2005 by a 7-0 vote as amended.

**REPORTS** Student Representatives' Reports – San Leandro High School student representative, Sharon Ma, updated that Board on school activities including STAR make up testing; AP testing; SAT test, May 7; ASB election for 2005/06; Culture Faire and *Nocha de Carnival* dance, May 13; Senior Ball is May 7 at the Rincon Center in San Francisco; CSF Blood Drive, May 12; Notables Band and Orchestra tour; Clean and Sober Assembly, May 18; golf placed 4<sup>th</sup> in the HAAL; and Ronnesha Cato, San Leandro High School sprinter, set two school records at the Reedley Track and Field Invitation.

On behalf of the Alameda County School Board's Association (ACSBA), Trustee Perry presented Sharon with a plaque for a job well done in informing the Board on student activities at San Leandro High School.

## **PRESENTATIONS**

Amy Furtado, San Leandro High School principal, presented Certificates of Commendation to the following employees in recognition for their quick response in putting out a fire, saving San Leandro High School students from any injuries, and our building from any damage. Their bravery was greatly appreciated!

- Laura Hackel, San Leandro High School teacher
- Qais Habib, Sub Campus Supervisor
- Jeffery Nichols, Sub Campus Supervisor
- LaToya Harris, Campus Supervisor
- Mario Villalta, Campus Supervisor
- Dan Herrera, Assistant Principal

- \* Liz Newman from Fern Tiger Associates (FTA) presented a strategic assessment and design for a planning process for community engagement. She briefly explained FTA's 26-year history of working with nonprofit groups and shared examples of their projects with Berkeley Unified School District and the Maui Economic Development Board (a public private partnership) in Hawaii.

Ms. Newman stated that in Phase I, FTA would convene focus groups and interviews with Board members, educators, and community leaders to find out the best way to approach the public for approval of a new parcel tax and/or school bond – especially those people who normally do not engage in community-type meetings. This phase would take approximately four months and cost \$49,000.

Mr. Cassidy stressed how essential it would be to reach out to the community, engage the community, understand the community's perspective with respect to our schools, and the best way to educate them as to the needs of our students, adding that there was "the need for professional assistance to making our message more effective".

In response to Mr. Cassidy's concern about what materials the District would receive at the end of Phase I, and the cost of the second phase, Ms. Newman explained that in August, FTA would provide the district with a "community engagement plan", and a media strategy but indicated that it was premature to estimate the cost for the second phase at this time because of the need to identify the recourses available; however she mentioned that a similar campaign in Berkeley Unified and one with the Maui Economic Development Board cost about \$250,000.

Mr. Richards asked if the District decided not to continue with the assistance of FTA, after the completion and documentation of Phase I due to financial constraints, would we be able to conduct our own second phase. Ms. Newman saw the firm continuing to work very closely with the District on a smaller scale and being part of the transition to be sure we had the necessary resources and training to continue.

Ms. Perry was interested in how the first phase would blend with the information the District already had i.e. Strategic Plan, Facilities Master Plan, and thought that exploring a second poll with political consultant Brad Senden and then engaging FTA to expand on some of that data would be the way to proceed.

Superintendent Lim, explained that this was a much broader scope than just surveying what the District priorities are. It's a community engagement process reaching out in a professional way to more than our typical stakeholders.

Mr. Glaster stressed that consultant's services were crucial, stating that after talking to people around the state, one thing is sure, it's a difficult process at best, and you need to engage and embrace the community. We have to change some minds; we really have to go the extra mile.

The discussion continued around the firm's interactiveness of the plan with the community, keeping in mind the very large senior population in San Leandro; using user-friendly language; the firm's experience working with a very diverse population; and the importance of building on information already in place and not recreating it.

The Board appreciated Ms. Newman sharing this information.

### **PUBLIC TESTIMONY ON NON-AGENDA ITEMS**

None

### **REPORTS**

- 1) Correspondence – Clerk Davis – No Report
- 2) Superintendent's Report – Superintendent Chris Lim reported that the District received a positive certification from the Alameda County Office of Education; however cautioning us that 1) if we enter into salary negotiations, we needed to provide an analysis of the cost of the settlement and its impact on the operating budget at least ten working days prior to the date of the governing board taking action; and 2) that the District continued to address our deficit spending in two of the last three fiscal years. She thanked Trustee Heystek for reminding staff to be present at the Teen Youth Faire where the District received over 100 applications.
- 3) Board Committee Reports
  - Finance – Mr. Richards reported that they met on April 26 and discussed six items including the "Budget Calendar" which was being brought to the Board tonight. Other items discussed included District's salaries report; COPs and funding regarding Pacific High School sale proceeds with information coming to the Board; Organizational Audit and Cafeteria prices were put on hold; and the Budget Augmentation process. The next meeting will be in June.
  - Policy – Ms. Perry reported that they met May 2 and were bringing forward several items for approval tonight; Mileage reimbursement based on IRS guidelines into our policies; agenda preparation; and the duties of the president, vice president, secretary, and clerk would be coming forward at the May 17 meeting.

#### 4) Board Representatives' Reports

- Alameda County School Boards Assn. – Ms. Perry reported that they met on April 21 and recognized student school board members and representatives. The next meeting will be May 19, honoring Board members and discussing the May Revise and actions that need to be taken.
- San Leandro Collaborative – Mr. Heystek said the next meeting would be May 25 at the City Hall and they would be reviewing the 2005/06 budget; looking at the governance of the executive committee and electing a chair; updating the *Healthy Families for Life* event in September; and the evaluation of the project manager.

#### Business, Operations and Facilities

##### 4.2-CF Proposal for a Strategic Assessment and Design of a Community Engagement Process

The Board discussed and considered approving the proposal for a strategic assessment and design of a community engagement process.

Mr. Richards asked for clarification on the fiscal impact of this project and if there were any legal requirements for Request for Proposals under a certain dollar amount. Mr. Glaster predicted that approximately 50% of the funds would come from the General Fund, and another 50% from other District funds that were within the legal parameters of those funds. Mr. Glaster said that the proposal fell under the dollar amount legal requirements.

Ms. Perry noticed that the proposed scope of services did not show any costs for materials, mailings etc. and Ms. Newman explained that there were no additional costs for the first phase (through August) and that any costs for materials, mailings, etc. would be included in the second phase.

On a motion made by Mr. Cassidy and seconded by Mr. Davis, the Board approved the proposal for a strategic assessment and design of a community engagement process by a 7-0 vote.

## Business, Operations and Facilities

- 4.3-C            Resolution #05-27, 2005-06 Tax and Revenue Anticipation Notes (TRANS)  
The Board discussed and considered adopting Resolution #05-27 for the issuance of the 2005-06 Tax and Revenue Anticipation Notes (TRANS).  
  
On a motion made by Mr. Davis and seconded by Mr. Richards, the Board adopted Resolution #05-27 for the issuance of the 2005-06 Tax and Revenue Anticipation Notes (TRANS) by a 7-0 vote.

## **CONSENT ITEMS**

### General Services

- 1.1-C            Approval of Board Minutes – April 19, 2005  
1.2-C            Approval of Board Minutes – April 25, 2005

### Human Resources

- 2.1-C            Acceptance of Personnel Report  
2.2-C            Resolution #05-24, Day of the Teacher  
2.3-C            Resolution #05-25, Classified School Employees' Week  
2.4-C            Resolution #05-26, Management Employees' Week

### Educational Services

- 3.1-C            Adult School Reapplication of the Community-Based English Tutoring (CBET) Program  
3.2-C            Approval of Proposed Stipulated Suspended Expulsion of Student E27-04/05

## Business, Operations and Facilities

- 4.1-C            Ratification of Payroll  
4.2-C            Approval of Bill Warrants  
4.4-C            Madison Technology Project (Proposition 55 ) Contract

With respect to the Madison Technology Project and any construction projects that the Board approved, Mr. Cassidy suggested sharing the outcome with the principals, so that they could add this information to their school newsletter.

On a motion made by Mr. Heystek and seconded by Mrs. Hague, the Board approved the consent items with the exception of 4.3-C by a 7-0 vote.

## **CONFERENCE**

### General Services

1.1-CF      Revision of E 9130, Board Committees  
The Board discussed and considered approving the revision to E9130, Board Committees.

On a motion made by Mr. Heystek and seconded Ms. Perry, the Board approved the revision to E 9130, Board Committees by a 7-0 vote.

1.2-CF      Revision of BB 9311, Board Policies  
The Board discussed and considered approving the revisions to BB 9311, Board Policies.

Mr. Heystek requested “for adoption” be added to the proposed policy language: *“All policies shall be agendized **“for adoption”** only after the review and discussion by the Board Policy Committee.”*

On a motion made by Mr. Davis and seconded by Mr. Richards, the Board approved the revisions to BB 9311, Board Policies by a 7-0-vote as amended.

### Human Resources

2.1-CF      Revision of BP/AR 4119.11/4219.11/4319.11, Sexual Harassment – All Personnel  
The Board discussed and considered approving the revisions to BP/AR 4119.11, 4219.11, 4319.11 - Sexual Harassment - All Personnel.

On a motion made by Mr. Davis and seconded by Mr. Richards, the Board approved the revisions of BP/AR 4119.11/4219.11/4319.11, Sexual Harassment – All Personnel by a 7-0 vote.

- 2.2-CF      Revision of AR 5145.7, Sexual Harassment – Students  
The Board discussed and considered approving the revision of AR 5145.7, Sexual Harassment – Students.

On a motion made by Mrs. Hague and seconded by Ms. Perry, the Board approved the revision of AR 5145.7, Sexual Harassment – Students by a 7-0 vote.

### Educational Services

- 3.1-CF      BP 6020, E(1-3), 6020/E(1-3), 6171, AR 6020, Instruction – Parent Involvement  
The Board discussed and considered approving Board Policy 6020, E(1-3) 6020/E(1-3) 6171, AR 6020, Instruction – Parent Involvement as presented.

Mrs. Cutter said that it is nice to have a form for parents/legal guardians encouraging their involvement in their child's education.

Ms. Perry recognized Debbie Wong for drafting these mandate policies under NCLB.

On a motion made by Ms. Perry and seconded by Mr. Richards, the Board approved BP 6020, E(1-3) 6020/E(1-3) 6171, AR 6020, Instruction – Parent Involvement and by a 7-0 vote.

- 3.2-CF      BP 6171; E(1-3) 6020/E(1-3) 6171, AR 6171, Instruction - Title I Programs  
The Board discussed and considered approving Board Policy 6171; E(1-3) 6020/E(1-3) 6171, AR 6171, Instruction – Title I Programs.

On a motion made by Mr. Davis and seconded by Mrs. Hague, the Board approved BP 6171; E(1-3) 6020/E(1-3) 6171, AR 6171, Instruction – Title I Programs by a 7-0 vote.

### Business, Operations and Facilities

- 4.1-CF      Williams Lawsuit Facilities Conditions Quarterly Report  
The Board discussed and considered approving the Williams Lawsuit Facilities Conditions Quarterly Report.

On a motion made by Mr. Davis and seconded by Mr. Richards, the Board approved the Williams Lawsuit Facilities Conditions Quarterly Report by a 7-0 vote.



## **INFORMATION ITEMS**

### Human Resources

#### 2.1-I Revision of AR 1240 Volunteer Assistance

The Board received for information the revisions to AR 1240, Community Relations, Volunteer Assistance as presented.

Responding to the Board's questions and concerns, Mr. Martinez said that overall, the policy has been successfully implemented but the most difficult part has been the reference checks which sometimes slowed up the process. He said that the revised language in the AR addresses the monitoring of the TB portion of the policy and that the policy is for all volunteer services to students with the exception of non-school functions i.e. Girls' Club, Boys' Scouts etc.

Mr. Martinez agreed with Trustee Heystek that it was much harder to monitor high school volunteers; however, the District had a very stringent application packet that volunteers needed to complete, adding that he would have to talk to the high school principal to get more accurate information on the process.

### Business, Operations and Facilities

#### 4.1-I Miscellaneous Receipts

Miscellaneous receipts in the amount of \$642,408.87 have been deposited in the Treasury of Alameda County.

#### 4.2-I 2005/06 Adoption Budget Process Update

Assistant Superintendent Leon Glaster, and Business Manager Bruce Colby reviewed the Budget Calendar from January through June 2005; Guidelines, and Staffing Ratios for the 2005/06 Adoption Budget which is the foundation used to build the final budget.

Mrs. Hague asked if the District was hiring teachers at entry level salaries, and Mr. Martinez confirmed that there were lots of new applicants.

Mr. Heystek asked about the methodology that was used in the

staffing ratios and if an analysis had been done regarding FTE at the elementary schools based on square footage. Mr. Colby said he took the current practice and mapped it into formulas for the staffing ratios, and that Director of Facilities, Mike Murphy, had done an analysis using the CASBO custodial formula and that the District's figures were similar.

Mrs. Cutter asked about the impact of custodial services at "high community use" schools. She also suggested looking at the clerical support at the high school and elementary schools, keeping in mind that the elementary level may need additional staffing because of the age level of the students.

Mr. Cassidy felt that the staffing ratio document would be very useful as a "selling point" for a parcel tax. In response to his question regarding the technology support position at the high school, Mr. Martinez said that currently the position had not been filled.

Mr. Cassidy echoed Trustees Cutter's concern regarding community use of facilities and the fees. Mr. Davis thought the fees should be consistent with those in San Lorenzo Unified, and reviewed on an annual basis. Mr. Glaster and Superintendent Lim said that the Facilities Committee would be addressing that issue.

The Board thanked Mr. Colby for a comprehensive report.

## **ADDITIONAL SUGGESTIONS AND COMMENTS FROM BOARD MEMBERS**

Mrs. Hague said that she still had not received the information she requested regarding the NCLB impact on teachers Superintendent Lim said that she would look into that and have copies made.

Ms. Perry reported that she was elected Vice President of ACSBA; Bill McMillian (Ohlone), was elected President; Denis King (Dublin); Treasurer; and Jan Crocker (Newark), Secretary; Past President was Jo Loss (Castro Valley). She attended Johan Klehs educational forum focusing on the Governor's proposed state budget reforms and important education issues; the San Leandro South Branch Library celebration for the new library; Bancroft concert where Hopkins Poon, Annie He (orchestra) and Henry Jew, Justine Perez (band) were recipients of the Tony Morelli Award. At the invitation of Lance Gunnerson, Ms. Perry was able to observe the wood shop program. CBSA Delegate Assembly will be May 14-15 in Sacramento. She added that she ran into former Board member Dennis Chin who will be contestant on Wheel of Fortune on May 25. Ms. Perry requested that the meeting be adjourned in memory of Jefferson Principal Larry Johnson's brother.

Mr. Cassidy reported that he attended a presentation at the Public Policy Institute of California regarding the special survey they conducted on education and shared copies of the survey with the Board.

Mr. Cassidy also requested the following:

- Information and an update to the Board regarding a wrestling coach code of conduct with interaction with students before the beginning of the next season;
- Timeframe on security measures/plan for San Leandro High School; (Superintendent Lim said that she thought the fencing was being looked at, and that other ideas were more internal and she would share those at a later time);
- Military recruitment provisions of NCLB and parental consent. He understood that the “Opt Out” form was “somewhere” in the student handbook, but he would like the Policy Committee to look at drafting a single sheet to be included on the top of the handbook informing parents of their rights. (Superintendent Lim said that was already agenda);
- He received a petition regarding the school calendar. He would like District staff to respond on their position by the next Board meeting;
- Communications Committee will be meeting May 10; send any suggests to him by email;
- He sent some finance questions to Leon would like Leon to report back to the entire Board;
- He would like to attend an Education Foundation planning meeting in Sacramento on May 12, with the hopes of our District forming/reviving an Education Foundation;
- A copy of Hayward Unified’s report on their bilingual education program and English learners which may be helpful in our approach to serving the needs of that student population in our District;
- Residency requirements and interdistrict transfer presentation; Supt. Lim said that it was tentatively scheduled for May 17.

Mr. Cassidy said that he attended the Washington School Dual-Immersion meeting. He had concerns on whether the District would be able to meet the needs of the different groups involved, and the need to engage everyone now and not wait a year before beginning, adding that he wants to see Washington improve, but maybe this type of program would not have to start at Washington; perhaps selecting another site as a magnet school with this program in it.

Mr. Heystek agreed that the Policy Committee could draft a uniform form or a resolution for Board adoption encouraging parents to “opt out”. He would also like to have a discussion, this summer, regarding the policy and protocols on allocation and use of funds for Board members.

At the request of Mr. Davis, it was the consensus of the Board to have the Policy Committee draft a policy around succession of officers and bring it back to the Board for further discussion.

Mr. Richards attended the Friends of the Creek event, where the John Muir chorus performed.

Mrs. Cutter reminded the Board that as we honor the Day of the Teacher and Classified and Management Employees, to think about all that they contribute to the District. She noticed in the paper that Floresta Park had a dedication of the new park equipment and felt that the District should have be included as these are joint use efforts, the District provided the land, and as we proceed with the bond/parcel tax our contributions should be acknowledged.

## **ANNOUNCEMENT**

### **Future Board of Education Meetings**

- Regular Meeting – May 17, 2005
- **Special Community Meeting regarding Bond/Parcel Tax, May 23, 2005, 6:30 p.m., San Leandro High School Cafeteria**
- Regular Meeting – June 7, 2005
- Regular Meeting – June 21, 2005
- **Special Meeting – Superintendent’s Evaluation, June 29, 2005, 6:00 p.m., DO**
- **Special Meeting – Board Goals, June 30, 2005, 6:00 p.m. DO**

The Board recessed into closed session at 9:33 p.m.

**ADJOURNMENT**

The Board returned to open session at 10:25 p.m. President Cutter said that the following action was taken:

- On a motion Mr. Davis and seconded by Mr. Heystek, the Board approved to non re-elect the following certificated staff: Employee #8273, Employee # 9130; Employee #4379, and Employee #6673 by a 7-0 vote.

On a motion made by Mr. Richards and seconded by Mrs. Hague, the Board adjourned the meeting in memory of the brother of Jefferson Elementary School Principal Larry Johnson at 10:25 p.m. by a 7-0 vote.

Respectfully submitted,

Raymond E. Davis III, Clerk