

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

October 17, 2006

The Board of Education of the San Leandro Unified School District met in regular session on October 17, 2006, in the San Leandro City Council Chambers, 835 East 14th Street, San Leandro, California.

The meeting was called to order at 6:33 p.m. by President Pauline Cutter.

BOARD MEMBERS PRESENT

Mr. Ray Davis
Mr. Louis Heystek (Arrived at 7:55 p.m.)
Ms. Linda Perry
Mr. T. W. "Rick" Richards
Mrs. Lisa Hague, Clerk
Mr. Stephen Cassidy, Vice President
Mrs. Pauline Cutter, President

DISTRICT STAFF PRESENT

Christine Lim, Superintendent
Leon Glaster, Assistant Superintendent
Michael Martinez, Assistant Superintendent
Cindy Cathey, 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 6:35 p.m., the Board went into closed session for Public Employee Discipline/Dismissal/Release, Conference with Leal Counsel – Anticipated Litigation – Significant Exposure to Litigation, Conference with Real Property negotiation- Property (ies), and Conference with Legal Counsel – Existing Litigation pursuant to Government Code Sections 54957, 59456.9(b), 54956.8, and 54956.9. The closed session was adjourned at 6:50 p.m.

The Board returned to open session at 7:00 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.

APPROVAL OF AGENDA

On a motion made by Mr. Richards and seconded by Mr. Davis, the Board approved the agenda for the regular meeting of October 17, 2006, by a 6-0- vote. Trustee Heystek was absent.

PRESENTATIONS

- * San Leandro High School principal, Amy Furtado and the Board, presented San Leandro High School Athletic Trainer Sean Mosbey with a Certificate of Commendation for his valor and quick response in a medical emergency situation at a recent San Leandro High School football game.
- * San Leandro Rotary Club President Robert Duey and Sara Ennor, Dictionary Project Chair, were presented, by the Board, with a Certificate of Appreciation for the San Leandro Rotary Club's generous gift of dictionaries to every third grade class and to every third grade student in the district. Superintendent Lim also presented letters of thanks from the 3rd grade class at Madison Elementary School.
- * President Cutter noted that because Director of Student Support Services, David Lorden, was unable to attend the meeting, his presentation related to the District's student discipline procedures as well as, a review of the 2005-2006 suspension and expulsion data would be postponed to a future agenda.
- * Amy Furtado, Principal of San Leandro High School presented the initial steps that have been taken to provide an improved Security & Safety Plan for the high school.

Ms. Furtado explained that in accordance with SB 187 requiring schools to develop, evaluate, and amend its Comprehensive School Safety Plan on an annual basis, the high school, along with David Lorden, Director of Student Support Services, had begun working on revising their school safety plan.

In addition to complying with the requirements of the Comprehensive School Safety Plan, and as a way of insuring effective safety and security, Ms. Furtado reported that the District and staff had begun investigating the installation of additional surveillance/security cameras on the campus. In addition a desk would be placed at the front entrance, staffed by employees in the Return to Work Program (district employees on Workman's Comp and needing light duty) beginning October 18; a campus supervisor would be responsible for monitoring the student parking lot gate; and a Safety Task Force would be convened to monitor security and safety, brainstorm additional safety measures, provide training for staff, and investigate/study effectiveness of safety and security measures.

Mrs. Furtado emphasized that the safety of their students was taken extremely seriously by staff and they would continue to seek ways to make the high school campus safe for every student and every adult.

The Board appreciated the efforts being made at the high school, and was particularly pleased that there would be someone at the front entrance of the school monitoring those entering the school during school hours.

Responding to Mrs. Cutter's question, Ms. Furtado explained that, depending on the drill, there were three evacuation plans in place. Plan A, all students would evacuate to the closest grassy assembly area; Plan B would be an "all field evacuation" should it be unsafe to be in the front of the school; and Plan C, if the high school is not safe, AC transit would transport students to Bayfair Center (which was suggested by the police). In the case of a lockdown, the campus supervisors would lock the gates immediately. She also noted that should it be necessary to evacuate during the lunch period, students have been told to "fall back" and return to the class they just completed.

Mr. Davis didn't see Plan C as a practical evacuation solution, and Mrs. Hague asked about the training of those monitoring the front entrance.

Ms. Perry felt that there needed to more focus on monitoring the staff parking lot area (north lot) which she saw as a vulnerable area.

Mr. Cassidy was concerned about the multiple entrances on the site, and felt that, by not monitoring all areas i.e. the north gate and handicapped gate of the school weakened the plan. He strongly urged staff to consider having someone monitor those areas all day and requested that staff report back to the Board with an update. Superintendent Lim said that his suggestion had been discussed and Ms. Furtado felt that there were more important pressing issues that needed to be addressed at this time, with Ms Furtado interjecting that a

possible solution would be to have the campus supervisor patrol the front of the school, the north gate and handicapped entrance (which is required to be accessible all day), throughout the day, adding that in the event of a security issue, the gates provided the ability to secure the campus during a lockdown which had been the initial purpose of installing the gates.

Mr. Cassidy was also concerned about non-handicapped students using the handicapped entrance. Ms. Furtado explained that by limiting access of that entrance to only handicapped students would be problematic, as it also used as a drop off zone for parents, as well as ROP students.

He was also interested and looking forward to hearing more details and specifics about the efforts the school was undertaking to improve the relations amongst students (i.e. African American and Latino). Ms. Furtado indicated that the Safety Task Force would be addressing that issue, along with Assistant Principal, Dr. Sahilli, lending his experience in that area.

Mrs. Cutter noted that it was important to keep in mind that, when manning areas on the campus, jobs were not being taken away from union employees. She thanked Ms. Furtado for everything she does for the kids.

PUBLIC TESTIMONY ON NON-AGENDA ITEMS

- Billy Campbell, Teamsters 856 representative, raised concerns regarding the selection of participants in the Return to Work Program being implemented at the high school as a way of increasing security at the front entrance of the school. In addition, while he appreciated all that the Board has done for custodians, he was concerned about, what he felt were, unfair practices towards his unit.

REPORTS Student Representatives' Reports – There was no report.
8 p.m. Time
Specific

REPORTS

- 1) Correspondence – Clerk Hague reported receiving emails from “blank” (name redacted per settlement) regarding grievance, payment of wages,

and request for conference; from Belen Magers regarding the Muir Spirit Rally; from Kevin Bynes regarding East Bay Elementary School Forum; from Sabrina Ramirez regarding evaluations; from Yvonne Day regarding SLCAN City Council Forum; from Deborah Cox regarding Measure B block walk; from Darryl Johnson regarding San Leandro High School tennis courts; and Heidi Finberg regarding upcoming Chamber events.

- 2) Superintendent's Report – Superintendent Lim wished Business Manager Bruce Colby good luck, announcing that he was a leading candidate, soon to be Board approved by Davis Unified, as the Assistant Superintendent. Mr. Colby thanked the Board for giving him the opportunity to serve the San Leandro community and school district, making note to the Board that “San Leandro has heart, to hang in there, stay the course, because great things are happening in San Leandro”.

Superintendent Lim reported that all of the administrators attended the annual mandatory sexual harassment training on Thursday, October 19.

She announced that the second Staff Development Day would be Monday, October 23. Various activities planned for this day included:

- A English Language Arts development technique training for English learners called Frontloading for all K-5 elementary teachers with secondary staff (grades 6-12) learning the secondary portion called SALT (Secondary Academic Language Tools)
- A State verification review for all Special Ed staff
- All Custodians and maintenance would be participating in a training
- Office managers/attendance clerks would be receiving training on the new E-Truancy Program training and discussing Aeries, making sure the District is in line with our student data base
- All campus monitors and Lincoln staff would be receiving First Aid/CPR training at Lincoln with Lester Sousa

Ms. Lim looked forward to the communication workshop tonight, stating that it will really set the tone for the District's plans for the year.

- 3) Board Committee Reports

- Communication Mr. Cassidy said the committee met on October 12 and discussed a range of topics that would be included in the communication plan discussion later on tonight. In addition, they received an update on two upcoming events: the Window Dedication Project and New Adult School. They also received a draft proposal for the District website, adding that it was his hope to have it launched this semester.

- 5) Board Representatives' Reports

- Alameda County School Boards Assn. – Ms. Perry reported that the committee met jointly with Contra Costa School Board Association on October 5 and discussed the achievement gap (materials received at the meeting were shared with Board members as well as the Superintendent and Assistant Superintendent Cindy Cathey), adding that this was her first meeting at President. The next meeting will be the “Teacher of Year” on October 25 at Chabot College. Different intervention programs in Alameda County will be discussed at their November 16 meeting, reminding the Board that the trainings and forums provided by ACSBA were free.
- Eden Area Regional Occupational Program – Mr. Richards reported that the committee met on October 5. San Leandro High School student, Angel Trejo, was recognized as Student of Month for October for his work in the Dental Assisting class. The committee reviewed the auto collision repair and painting program courses. Dates for sophomore tours were shared, and they acknowledged 56 San Leandro High School computer graphic students who received awards at the Alameda County Fair. The new classified salary increases were also approved.

It was noted that the Board members were now receiving the ROP agenda by email.

CONSENT ITEMS

General Services

1.1-C Approval of Board Minutes – October 3, 2006

Human Resources

2.1-C Acceptance of Personnel Report

Business, Operations and Facilities

4.1-C Ratification of Payroll

4.2-C Approval of Bill Warrants

4.3-C Intra-Budget Transfers

4.4-C Resolution #06-47 to Declare Certain Equipment Surplus and/or Obsolete

- 4.5-C Change Order No. 1, Port of Oakland Noise Abatement Windows Project: Wilson Elementary School
- 4.6-C Change Order No. 1, Port of Oakland Noise Abatement Windows Project: Garfield Elementary School
- 4.7-C Change Order No. 1, Port of Oakland Noise Abatement Windows Project: Monroe Elementary School
- 4.8-C Change Order No. 1, Port of Oakland Noise Abatement Windows Project: John Muir Middle School
- 4.9-C Change Order No. 2, John Muir Adult School, Phase I, Site Work Project

On a motion made by Mr. Davis and seconded by Mr. Richards, the Board approved the consent items by a 7-0 vote.

INFORMATION ITEMS

Educational Services

3.1-I Williams Uniform Complaint Procedure Quarterly Report

The Board received for information the Williams Uniform Complaint Procedures Quarterly Report: July-September 2006.

The Board took a recess at 8:03 p.m. and returned at 8:10 p.m.

BOARD WORKSHOP: The District's Communication Plan

As part of the Superintendent's goals for the 2006-2007 school year, the Board and community received information by staff and engaged in an interactive process to refine and improve the District's evolving "One Clear Voice" Draft Communication Plan that would identify funding sources to promote and cultivate positive, collaborative, professional relations and enhance communication with internal and external stakeholders.

Robin Michel, Communication Outreach Specialist, presented a brief overview of the Stanfill Associates' 1989 Communication Audit, and the Fern Tiger Associates' 2005 Report: *Engaging the San Leandro Community in its Schools*.

Similarities between the reports indicated that the community's view of the District was often based on how they viewed their neighborhood schools. Most people relied on word of mouth information first, then newspaper coverage. Most newspaper coverage focuses more on the negative than the positive. Each report said that District was impacted negatively by not having a communication person

on staff. Lack of visibility of the Superintendent was also noted in both reports with Fern Tiger Associates concluding that *"It will be increasingly important to develop a structured, comprehensive and strategic communications plan that enables diverse audiences to understand the struggles of the District in a way that forces education issues to be community issues – not just District issues."*

Ms. Michel said that since these two reports were issued, and more importantly since Superintendent Lim began, the Board and District staff have made efforts to improve its relationship with the community and outside groups. Methods have highlighting District news in the City News newsletter (2003-2005); launching *Bridging Communication*, a quarterly publication in 2003 to the present; restoring the Board's Communications Committee in 2004, and hiring a District communications outreach specialist in 2005. The District also held six community forums on top issues facing our schools, published a city-wide newsletter, *Focus*, hosted two annual Parent Leaders' Receptions and published a series of informational ads in the *San Leandro Times* focusing on new programs and student accomplishments.

Other highlights included publishing the Superintendent's Message in school newsletters, and holding leadership training for principals with Tom DeLapp, which resulted in launching a "Message from the Superintendent" on the monthly school menu. The District has also strengthened relationships with the media through conversations, emails and press releases, resulting in positive stories.

Ms. Michel explained that the One Clear Voice Draft Communication Plan contains different components focusing on internal communications, and external communications – students and families, other stakeholders. In addition to continuing with those strategies already in place, the District plans to distribute an email communication to every employee after each Board meeting, redesign the Web site, develop better signage at the District office, and develop a media and friends distribution list.

In order to dispel any misconceptions that arise by "word of mouth", Ms. Michel stressed the importance that the District expand its participation in San Leandro community organizations, schedule speaking engagements for the Superintendent and district representatives, and continue regular ongoing communication with union leadership. As a first step to increasing communication and building trust, and through the recent Parent Leaders' Reception, the first Superintendent's Parent Leaders' Council had been scheduled for November 15.

Ms. Michel also shared evaluation results from the October 5 Parent Leaders' Reception, where, to improve communication, participants were asked to rate the District based on ways identified at last year's reception. Results of the evaluation indicated that attendance of District officials/Board at meetings to discuss/explain District initiatives and the Superintendent's message included in school's bulletin ranked the highest, noting that the District would need to focus

more attention to those areas ranked “needs work or good” such as timely communication.

Mr. Cassidy added that there was a desire from the group to have the Board and Superintendent attend more of the organizational events at the schools i.e. School Site Council Meetings.

Participants were also asked, “If you could wish one thing for the San Leandro schools, what would it be?” “Caring teachers, increased funding, high achievement for ALL students, better intervention programs, challenging and exiting curriculum, more parents volunteering and attending PTA meetings, safe environment, and community support were some of the responses received from the parents.

Ms. Michel ended the presentation quoting Anthony Robbins, “The way we communicate with others and with ourselves ultimately determines the quality of our lives”, noting that we could also add, “...and it determines the quality of our schools.”

The Board thanked Ms. Michel for the very informative report and agreed that communication was the key to the success of the District. Questions, comments, and suggestions shared by the Board focused on delivering the same message and speaking with “one clear voice”, where Ms. Michel suggested scheduling another workshop to develop those messages together. Developing a plan and infrastructure that would sustain the powers of time and budget, and eliminate the need to “recreate the wheel” was also a concern for the Board.

Mr. Davis would like to see the Board receive some type of centralized calendar similar to the one distributed amongst the leadership team members listing critical events occurring in the District and the school sites which would help members’ check their availability. He also pointed out that the community was often unaware of the necessary processes that needed to be completed before information was communicated. He suggested that by acknowledging receipt of concerns and questions raised by the community along with an estimated time of response would alleviate the community’s perception of the District’s lack of timely communication.

It was the desire of the Board to redesign a more “user friendly” navigation system on the web site that was pleasing to the eye, kept up to date and maintained on a regular basis, and expanded to the school sites.

Mr. Richards noted that “paper copies” of communication would still be needed and distributed as not everyone had access to the internet and that continuity and equity needed to be taken into consideration.

Mrs. Hague said in light of the very serious situation that occurred recently at Castro Valley High School, she was very impressed with their web site and its

ability to keep the community updated on what was happening at the site and Mrs. Cutter agreed that there needed to be a procedure in place that addressed that.

Madison Principal, Garry Grotke, felt that San Leandro was still a small school community in terms of how information was communicated, and in the case of a school site, what others say to each other often is the strongest line of communication and most challenging when trying to re-track and communicate accurate and “one clear voice” information.

On that same note, Business Manager Bruce Colby raised an interesting point that despite the fact that Pacific High School was sold over thirty years ago, the District was still being judged over that decision, noting that directing the community’s focus on what is happening today, and putting those historical events “to rest” continues to be a challenge for the District.

Adding to Mr. Grotke’s comments, Mrs. Cutter felt that reaching the teachers, not only through their unions, but through the District, would benefit the way information was communicated to the school community.

Mr. Heystek and Ms. Perry concurred that it was important to reach those who are not engaged in the District and may not understand the changes facing a school district.

Ms. Perry felt that the District had come a long way, and shared some historical goals around communication, adding that the Board’s role, what vehicles were already in place, and who were our primary targets needed further discussion.

Mr. Cassidy looked forward to continuing the District’s effort to engage the community and to another workshop in the early spring, adding that the upcoming Nov. 7 election would not only tell us how the community felt about the District, but would impact our work thereafter. He mentioned that flyers had also been distributed to the Homeowners’ Associations as well as the Chamber and should be noted in the District’s accomplishments. He thought that the implementation of ListServ would aid in dispersing information out in a timely manner to those who opted to participate in that service.

Mrs. Cutter raised concerns regarding funding of such a plan, and suggested looking at the most effective way to get the word out that would impact the budget the least, and then look at the plan.

Assistant Superintendent Cindy Cathey thought that staff disseminating information directly to the teachers was important as they interact with a wide range of community members and could help promote positive messages.

Assistant Superintendent Mike Martinez said it was important to remember to acknowledge and communicate with the “senior” population of the community, who has passionate, deep-rooted feelings about the schools.

Superintendent Lim emphasized that the District's message is about relationships, alluding to a message delivered by the Port of Oakland at the recent window dedication. She was in favor of a second workshop, which would give staff time to brainstorm messages, stories and themes to bring back for consensus building so that "one clear voice" could be developed.

Following the workshop the Board made the following suggestions:

1. Share the Master Calendar to the Board every week via the *Confidentially Speaking*.
2. Develop a district-wide template as a base for each site to post a unified voice message on their website.
3. Develop a press packet as a way of communicating positive information, as well as protocols to broadcasting and directing the community to the District website to access emergency updates if needed.
4. Develop a District-wide infrastructure that is systemic, sustainable within the parameters of the budget, and provides resources for a communication's person.
5. Once a Communication Plan is established, key talking points will be developed to perpetuate and communicate that "One Clear Voice."

Superintendent Lim said that staff would be incorporating the feedback shared tonight into the draft plan, and would return in January or February, once the web site was up and running, for further input from Board, adding that the overall theme would be to celebrate our successes, and accent the great things that are happening site by site, program by program, and in the community.

As an additional thought, Mr. Cassidy would love to see a one-page document developed by the District and available for distribution at community events listing key points on how the District was improving student achievement. He said that he had recently attended two school district presentations where that had been done and felt this would lend a hand to improving the community's confidence in the school district.

ADDITIONAL SUGGESTIONS AND COMMENTS FROM BOARD MEMBERS

- Ms. Perry reported that she attended a Proposition 49 workshop, noting that in addition to funding for elementary schools, the program had been expanded to include middle schools, and the 21st Century Grant had changed to a high school focus. She wondered if the District was addressing all three levels, noting that the deadline for applying was Nov. 3.

Assistant Superintendent Cindy Cathey explained that she had recently spoken to the District's external evaluator, Tim Tabernik, from HTA and reviewed the elementary requirements, what needs to be done to access the additional funding for middle schools to see if we qualify, and review data for

the high school to see if we were a viable candidate for the 21st Century high school level, adding that it was the evaluator's feeling that we were. Ms. Cathey said that she would be meeting with the District's Director of Student Services, David Lorden, to review and plan the District's next steps to be sure that we were in line for funding.

Ms. Perry also reported attending the Parent Leader Reception, the window dedication, and the Muir Spirit Rally on October 6. She applauded Muir Principal, Belen Magers, for her innovative efforts towards getting her message out about attendance and expectations.

- Mr. Heystek said that, as a member of the Counseling Task Force, he joined administrators and counselors at the AB 1802 – Implementation Conference. He reported that AB 1802 provides an additional \$80 to supplement grades 7-12 counseling staff and that our District was poised to receive over \$300,000 towards this effort, noting that the plan needed to be approved and meetings with students scheduled before December 31. He said that the next meeting of the Counseling Task Force would be Oct. 26 and that the middle and high schools were currently in the process of developing their plans.
- Mrs. Hague announced that the PSAT would be administered on October 18, noting that an increased number of sophomores were taking the test. She attended the high school football game where the medical emergency occurred, complimenting staff for their quick response and professionalism. She reminded staff and the Board of the importance of securing additional funding possibilities to focus on the needs at Burrell Field i.e. bathrooms, etc.
- Mr. Cassidy appreciated the presentation on safety focusing on some of innovations being implemented. He reiterated his concerns regarding the level of safety with regards to monitoring those who come to the high school. He suggested focusing additional funding towards monitoring entrances to the campus; however, he did compliment staff for placing a desk at the front entrance and staffing it without impacting the general fund.

He asked to receive a copy of the County salary schedule for teachers, and the District's ranking compared to other districts.

He complimented staff for the efforts made at the Parent Leader Reception, stating that it was not only fun, but had a substantive content that was worthwhile. He added that parents indicated a desire for more direct access to the Superintendent on a regular basis and thanked the Superintendent for taking the initiative and scheduling the first meeting of the Parent Leadership Council, which set a very positive feeling amongst those in attendance.

- Mrs. Cutter reported speaking to a few Wilson Elementary School teachers at the recent window dedication ceremony, encouraging them to come to the phone bank. Unfortunately they indicated that it wasn't that they didn't support the effort, but due to the fact that Wilson had recently been identified as a Program Improvement School, much of their time was being spent focusing on improving student achievement, thus preventing them from participating. With regards to the counseling plan, she would like to see those counselors, hired with the additional funding of AB 1802, designated to assist students at risk, thus alleviating the numbers from the existing counselors.

ANNOUNCEMENT

Future Board of Education Meetings

- Regular Meeting – November 7, 2006
- Regular Meeting – November 21, 2006
- Regular Meeting – December 5, 2006
- Regular Meeting – December 19, 2006
- Regular Meeting – January 17, 2007
- Regular Meeting – February 6, 2007
- Regular Meeting – February 21, 2007
- Regular Meeting – March 6, 2007
- Regular Meeting – March 20, 2007
- Regular Meeting – April 3, 2007
- Regular Meeting – April 17, 2007
- Regular Meeting – May 1, 2007
- Regular Meeting – May 15, 2007
- Regular Meeting – June 5, 2007
- Regular Meeting – June 19, 2007

ADJOURNMENT

On a motion made by Ms. Perry and seconded by Mr. Richards, the Board adjourned the meeting at 9:33 p.m. by a 7-0 vote.

Respectfully submitted,

Lisa Hague, Clerk