

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

December 14, 2006

The Board of Education of the San Leandro Unified School District met in special session on December 14, 2006, in the San Leandro Unified School District Office Conference Room 1, 14735 Juniper Street, San Leandro, California.

The meeting was called to order at 5:01 p.m. by President Rick Richards.

BOARD MEMBERS PRESENT

Mr. Ray Davis
Mrs. Pauline Cutter
Mr. Mike Katz-Lacabe
Mrs. Lisa Hague
Ms. Linda Perry, Clerk
Mr. Stephen Cassidy, Vice President
Mr. T. W. "Rick" Richards, President

DISTRICT STAFF PRESENT

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

PUBLIC COMMENTS

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

CLOSED SESSION

At 5:02 p.m., the Board went into Closed Session for Public Employee Discipline/Dismissal/Release, Conference with Labor Negotiator, Conference with Legal Counsel – Anticipated Litigation-significant exposure to litigation, Public Employee Appointment – Title: Grant Writer and Curriculum Specialist, Conference with Real Property Negotiator – property(ies), and Conference with Legal Counsel – Existing Litigation pursuant to Government Code Sections 54957, 54957.6, 54957.8, and 54956.9. It was determined that there was no

need for the closed session on Student Expulsions. The closed session adjourned at 6:05 p.m.

The Board returned to open session at 6:10 p.m. with the Pledge Allegiance to the Flag, led by newly elected Board member Mike Katz. President Richards said that the Board had been in closed session and the following action was taken:

- The Board unanimously accepted the settlement agreement and release for Employee #340.
- On a motion made by Mr. Davis, and seconded by Mrs. Cutter, the Board appointed Julianna Sikes as Curriculum Specialist by a 7-0 vote.
- On a motion made by Mr. Davis, and seconded by Mrs. Cutter, the Board appointed Emily Kaplan as Grant Writer by a 7-0 vote.

PRESENTATIONS

- * Assistant Superintendent Leon Glaster presented the First Interim Report for 2006-2007 Fiscal Year.

Mr. Glaster thanked the acting Business Manager, Doug D'Amour, for his leadership and the Business Office staff for all of their work.

Mr. Glaster explained that school districts are required to file two interim reports during each fiscal year, one that reports activity through October 31, and the seconded through January 31.

He reported that the First Interim financial report was an update of the 2006-2007 Adoption Budget that was approved on June 30, 2006, and included financial information from the state and federal government as well as District specific enrollment, and all relevant financial actions. The report also included a multi-year (three year) budget projection to assure that District has adequate resources for a 3% fund balance at the end of the three-year period.

Mr. Glaster briefly reviewed the revised budget assumptions, revenues and expenditures for all funds, General Fund Unrestricted, and Restricted, enrollment & average daily attendance analysis, General Fund Multi-Year Projections and shared charts showing the percentage of sources of revenue and expenditures by function.

The information presented indicated all funds were balanced, an enrollment increase (2007-08 and 2008-09 ADA Adjustment), unrestricted General Fund balance less than 1% above the 3% reserve requirement, a strong one-time categorical funds

(CTA/Governor's settlement), and minimal on-going unrestricted General funds over 3% reserve.

Comments and questions from the Board centered on clarification of the information presented, which were answered by staff.

President Richards noted that despite the fact that the Finance Committee had been unable to meet to review the final report prior to the meeting, he had been able to do a cursory review of the numbers.

The entire Board thanked Mr. D'Amour for "stepping up to the plate" and tackling this very important work, and acknowledged Mr. Glaster for the great presentation.

CONSENT

Mr. Cassidy asked that 3.1-C, School Safety Plans, 2006-2007 be pulled from the Consent Calendar.

Educational Services

- 3.2-C Addendum to the Single School Plan for Jefferson Elementary School, 2006-2007
- 3.3-C Proposed Site Discretionary Block Grant Expenditure Plans for Jefferson, Monroe and Washington Elementary Schools
- 3.4-C Proposed Stipulated Expulsion for Student E8-06/07
- 3.5-C Proposed Stipulated Expulsion for Student E9-06/07
- 3.6-C Proposed Stipulated Expulsion for Student E11-06/07

Business, Operations and Facilities

- 4.1-C Jefferson Elementary New School – Contractor Notice of Completion
- 4.2-C Change Order No. 1, John Muir Adult School Phase II Building Project
- 4.3-C Change Order No. 2, John Muir Adult School Phase II Site Work Project
- 4.4-C First Interim Report for 2006/2007 Fiscal Year

4.5-C Resolution #06-56 to Declare Certain Equipment Surplus and/or Obsolete

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

Educational Services

3.1-C School Safety Plans, 2006-2007

Superintendent Lim explained that because of a new state required process, a few new site administrators, and based on comments and questions raised by Board members upon their review of the plans, it would necessary to pull the Safety Plans for Bancroft and Muir Middle schools, and Roosevelt, Wilson, McKinley, and Jefferson Elementary schools as the their plans had not yet received the required review by their School Site Councils. She said that the plans would be brought back to the Board in January 2007, and that at this time she was recommending that the Board approve the School Safety Plans for Garfield, Madison, Monroe, Washington, San Leandro High, Lincoln/Lighthouse and Adult School.

Prior to the vote, Mr. Cassidy said that he appreciated the additional work that had been done on the high school's plan, adding that in light of the events that have occurred in the past during the spring at the high school, he asked for a presentation updating the Board on racial tensions prior to April 2007.

On a motion made by Mr. Davis and seconded by Mr. Cassidy, the Board approved the School Safety Plans 2006-2007 for Garfield, Madison, Monroe, Washington, San Leandro High, Lincoln/Lighthouse and Adult School by a 7-0 vote.

CONFERENCE

Human Resources

2.1-CF Communication Outreach Specialist Position Extension through June 30, 2008

The Board discussed and considered extending the term of the Community Outreach Specialist position through June 30, 2008.

The Superintendent noted that many accomplishments had resulted from this position since its creation in December 2005 and recent extension to June 30, 2007, including the development of a comprehensive Communications' Plan, deepened relationships with the media, resulting in more positive coverage, increased networking with the greater community through participation in Leadership San Leandro, website re-design (in process), and enhanced internal/external communication. As part of her goals, she was recommending that the Board extend the position for an additional year, through June 30, 2008, noting that staff would be bringing an updated Communications' Plan to the Board in January 2007.

Mrs. Cutter was concerned about website maintenance once it was in place, and strongly urged that this position be responsible for its upkeep. Superintendent Lim said that details regarding the daily maintenance responsibilities were still being discussed; however, it would not be outsourced, and currently the Outreach Specialist oversaw the day-to-day maintenance of the site.

On a motion made by Mrs. Hague and seconded by Ms. Perry, the Board approved to extend the term of the Community Outreach Specialist position through June 30, 2008, by a 7-0 vote.

President Richards suggested that Conference Items 2.2-CF, Bond Account Technician Job Description and Position and 4.1-CF, Bond Accountability Finance System be discussed simultaneously, as they were both bond-related.

In addition, he explained that because the District's financial system (ACOE Escape Financial System) was not configured to track projects on a year to year bases, and was not inline with the new tracking requirements mandated by the Office of Public School construction, staff had been researching available financial systems which would meet the facility bond financial reporting requirements, assure accountability for the District and the community, provide up-to-date information for good decision making, and assure consistency throughout the life cycle of all of the projects.

2.2-CF Bond Account Technician Job Description and Position

The Board discussed and considered approving the Bond Account Technician job description and position.

Responding to the few questions raised by the Board, Mr. Glaster said that an in-house Bond Account Technician position would definitely save the District money, and would be a full-time bond only position, funded by Measure B.

Mrs. Cutter added that a full-time District employee could not be expected to oversee the bond in addition to their regular duties, and that by hiring one person to oversee the bond projects, looking for possibilities and problems that may arise, would keep the District accountable.

Ms. Perry agreed that having in-house control was vital to a successful bond and that this position was absolutely essential.

Mr. Katz thought it would be helpful to the community if a narrative describing the reasons behind the hiring choices, such as Frequently Asked Questions (FAQs) about the bond was placed on the website.

On a motion made by Mrs. Cutter and seconded by Mr. Davis, the Board approved the Bond Account Technician job description and position by a 7-0 vote.

Business, Operations and Facilities

4.1-CF Bond Accountability Finance System

The Board discussed and considered approving the Bond Accountability Finance System.

Staff further explained to the Board the District's current financial system, the capabilities of the system being recommended, and estimated cost of the program.

On a motion made by Mr. Davis and seconded by Ms. Perry, the Board approved to enter into an agreement with Colbi Technologies, Inc. for supplemental bond financial accountability system by a 7-0 vote.

4.2-CF Procedures to Establish a November 2006 General Obligation Bond (GOB) "Citizens Oversight Committee"

The Superintendent prefaced the discussion by stating that

under Proposition 39 amended Article 13A of the state Constitution districts must form a Citizens Oversight Committee (COC) within 60 days of approving the vote count they received from the County Registrars office, thus staff was presenting a draft proposal of the composition structure of the GOB "Citizens Oversight Committee."

She walked the Board through the draft proposal, explaining that the purpose of the COC would be to "actively review and report on the proper expenditures of taxpayers' money for school construction".

By law, the COC is required to have a minimum of seven members. This must include:

- a student involved in student government
- a person active in a business organization
- a person active in a foundation which supports the District
- a person active in a senior citizens organization
- a person active in a bona fide taxpayers organization

In addition, the Superintendent noted that Board could discuss adding two or more potential representatives from the following groups: public agencies, non-profit organizations, student leadership, Chamber of Commerce, Service organizations, homeowners' associations, school site organizations, City of San Leandro, rental property organization, unions, and cultural organizations.

Because staff was recommending that a final candidate be approved by the Board no later than February 5, 2007, the Superintendent requested that a Special Board meeting be scheduled, so that the deadline could be met.

The Board began their discussion focusing on the number of people on the committee and then the composition of the group as suggested by President Richards followed by the recruitment, application, and selection process.

Mrs. Cutter noted that because of the length of time the committee would be in place, a different student would be selected each year, and an on-going record should be kept regarding that slot.

At the conclusion of the discussion and in order to broaden the scope and still have a functioning committee, the majority of the Board decided on a nine member committee. In addition

the Board would recruit four additional through an application process, from public agencies, non-profit organizations, student leadership, homeowners' organizations, unions, rental property organizations, the City of San Leandro, cultural and service organizations.

The Board also agreed that as part of the recruitment and application process, the Superintendent would:

- Make a concerted and documented effort to contact every group identified by Article 13A of the state Constitution and Board recommended committee composition
- Place recruitment ads in the San Leandro Times
- Display recruitment posters at every school site, District, the City offices and libraries, Chamber of Commerce and all school bulletins
- Distribute and collect applications

In addition:

- Letters would be sent to realtors
- Letters to the editor and press releases would be written by the Superintendent and/or Board President to both the San Leandro Times and Daily Review, and if required, a legal notice would be printed in the appropriate newspaper
- Staff would conduct a paper screening and the Facilities/Technology Committee would conduct interviews and move final candidates forward for Board approval

The Board also requested that the Superintendent draft an application for the Measure B Citizens Oversight Committee and put it in the *Confidentially Speaking* for the Board's review and input.

On a motion made by Mr. Davis and seconded by Mr. Katz, the Board approved the agreed-upon procedures outlined to establish a November 2006 General Obligation Bond "Citizens Oversight Committee by a 7-0 vote.

Educational Services

3.1-CF High Priorities Schools' Grant Plan for Garfield Elementary School

On a motion made by Mrs. Hague and seconded by Mrs. Cutter, the Board approved the High Priorities Schools' Grant Plan for Garfield Elementary School by a 7-0 vote.

PUBLIC TESTIMONY

None

BOARD MEMBER COMMENTS

The Board wished “Happy Holidays” to everyone.

- Mr. Davis announced that his wife and he would be hosting an Open House at their home on New Year’s Day from 12 noon-6 p.m., and an invitation would be sent out soon.
- Mr. Katz thanked Mr. Glaster for the budget presentation, noting that it was an “enlightening and overwhelming” experience for him.
- Mrs. Cutter encouraged staff to post facility signs, in addition to the marquees at each site, thanking the community for their support of Measure B as soon as possible.
- Ms. Perry reported attending several holiday musical performances at the school sites, and encouraged the Board to do the same.
- Mr. Cassidy enjoyed his first Lenny Williams concert and hoped that it would be a financial success. He thanked staff and appreciated the Superintendent’s leadership with regards to the information presented tonight. He asked for the community distribution list of those receiving “Bridging Communications”, adding that the list could also be used as a tool for notification of oversight committee applicants. He indicated that a bond component would be included in the Communications Plan that would be coming to the Board for approval in January. Mr. Cassidy also continued to stress the importance and need for the Board to continue to consider a parcel tax in San Leandro as a way to increase funding for our District.
- Mr. Richards echoed Ms. Perry’s comments about the holiday activities happening at the schools, adding that he was able to attend a few, including the “Breakfast of Champions” at the high school, where 259 students were honored for having a 4.0 or greater GPA. He reminded the Board to complete the committee assignment form so that the committees would be in place by the beginning of the year.

At the suggestion of the Superintendent, President Richards received consensus from the Board that a Special Board meeting would be scheduled for February 1, 2007, 5:30 p.m. at the District Office to approve the selection of the Citizens Oversight Committee.

ADJOURNMENT

On a motion made by Mr. Katz and seconded by Ms. Perry, the Board adjourned the meeting at 7:50 p.m. by a 7-0 vote.

Respectfully submitted,

Linda Perry, Clerk