

North Monterey County Unified School District
8142 Moss Landing Rd.
Moss Landing, CA 95039

Board of Trustees
Regular Board Meeting Minutes
February 18 2010
5:30 p.m.

Minutes of the meeting of the Board of Trustees of the North Monterey County Unified School District held on February 18, 2010.

Board Members Present

Mr. Gary De Amaral, Mrs. Diana Jimenez, Mr. Manuel Osorio, Mr. Sam Laage, Mrs. Polly Jimenez

Administration Present

Mr. Sergio Montenegro, Superintendent; Ms. Monica Williams, Assistant Superintendent of Business; Mr. Scott McColgan, Assistant Superintendent of Human Resources; Yvette Padilla, recording secretary, were present.

Others Present

Lisa Gannon, Jo Quinn, Rachelle Lewis, Matt Binder, Marilyn McLoughlin, Henry Gowin, Eloise Milam, Annameekee Hesik, Lou Angelakis, Dean Lines, Lorene Kiser, Aida Ramirez, Kristi Burns, Kate Dixon, Birch Badger, Mary Caballero-Martinez, Margarita Palacios, Carolyn Post

Closed Session

The Board adjourned to closed session at 5:30 p.m.

Reconvene to open session

The Board reconvened at 7:10 p.m.

Reports of Actions Taken in Closed Session

There were no actions taken in closed session.

Adoption of the Agenda

It was moved by Mr. Laage, seconded by Mrs. P. Jimenez to adopt the agenda.

Business from the Floor

There was no business from the floor.

Board Reports

Mrs. P. Jimenez reported that she has been attending Girls Inc. and stated that the girls are on a field trip in Sacramento lobbying for educational funding. She added that she also attended the North County Recreational Center annual Crab Feed.

Communications

Superintendent Montenegro reported that MCI Foods, Inc sent out a press release stating that effective February 12, 2010, the United States Department of Agriculture has expanded the ground beef and beef ground for further processing for purchases made from Huntington Meat Packing, Inc. for the dates of January 22, 2009 through January 4, 2010. No illness has been reported in conjunction with this meat. He stated that the USDA has said that this meat was not made in accordance with the company's food safety plan and it considered adulterated.

He reported that Mrs. Kathy Cunnane, Director of Child Nutrition, reported that she immediately checked the district's freezer's and inventory, and stated that the district has not ordered any MCI products during this school year.

Consent Calendar

It was moved by Mr. Osorio, seconded by Mr. Laage to approve.

- Approval of the January 30, 2010 Special Board Meeting Minutes.
- Approval of the February 4, 2010 Board Meeting Minutes.
- Discuss Proposed Revised Board Policy 5220.2: Suspension and Expulsion- Students with Disabilities.
- Discuss Proposed Board Policy 6111.3: High School Graduation Requirement Exemption for Students with Disabilities.
- North Monterey County High School CD List with ISBN#'S.
- 2009-2010 Extended Field Trip Requests.
- Approval of Warrant List as listed.
- Approval of employment of the following listed employees: Gaylord Smith, effective 2/10/10; Karla Tabag, effective 2/10/10.
Approval of updater Uniform Complaint Procedures Brochure.
- Approval of updated Board Policy 1312.1: Uniform Complaint Procedures.
- Approval of updated Board Policy 5580.4: Sexual Harassment.
- Approval of employment of the following classified employees: Karla Munoz, effective 2/3/10.

Motion Carried 4-0.

DISCUSSION AGENDA

Update on Revenue Enhancement Committee

Superintendent Montenegro reported that the district conducted a second Revenue Enhancement Budget Advisory Committee this month. He expressed that the committee would like to re-visit the strategic plan , since it was renewed twelve years ago. He stated that the committee which consists of alumni's, community members, parents and business members would like to review district funds and start looking at a new strategic plan for the district.

Presentation on Castroville Rotary's Literacy Project for 2009-10

Castroville Rotary President Henry Gowin, Castroville Rotary Member Mrs. Carolyn Post and Echo Valley Principal Rachelle Morgan-Lewis gave a brief presentation on the Castroville Rotary's Literacy Project. Mr. Gowin reported that over the winter break all 6th graders were given a free book; Girl Genius for the girls and Stanford Wong Flunks Big-Time for the boys written by author Lisa Yee. He added that some of the 6th graders had an option to compete in an essay. He announced that the Ms. Lisa Yee would be visiting the school sites on February 25, 2010. He added that all expenses were paid by the Castroville Rotary Literacy Project.

Mr. Gowin also recognized Mrs. Post and Mrs. Morgan-Lewis for their efforts in making it happen.

Mr. Osorio asked if all students could read at the 6th grade level. In response, Mrs. Kristi Burns, Castroville Elementary Vice Principal, stated that some teachers read it to their students as an alternative.

Mrs. Diana Jimenez and Mrs. Polly Jimenez thanked Castroville Rotary for their support.

Update on Echo Valley Water System

Superintendent Montenegro reported that the district is currently working with the Castroville Water District in contracting Mr. Eric Tynan and would bring a contract at to our next Board meeting. He expressed that he is excited to work with Mr. Tynan.

Mrs. Lisa Gannon, Director of Transportation and Maintenance, reported that she met with the County and stated that they approved the district to move forward with Mr. Tynan's theory on fixing the water system versus the \$100k option.

Update on 2009-2010 Board Goal #2: Develop our Facilities to the Level that Our Community and Students Deserve

Ms. William reported that the District Facilities Committee is continuing its work. The committee held a meeting on February 11, 2009. They covered many topics during their meeting; including an update on the action items for board Goal #2, newly identified facilities issues, Echo Valley Elementary Water System, North Monterey County

Middle School roofing, Castroville Elementary School roofing, the need for an Education Specifications Committee for Castroville Elementary School facility and the March presentation to the Board regarding Asset Management Plans. She also reported that the Tri-counties Facility Planners meet and Mr. Dave Hawke from California Department of Education made a presentation on Education Specifications. Marilyn McLoughlin from Castroville School also attended this meeting. She reported that the next step is to have a presentation on asset management plan which will be at the next board meeting.

Ms Williams also gave a brief update on the high school football field. She reported they are currently working on identifying potential options for long term solutions. Mrs. Gannon added that after consulting two separate contractors (Don Chapin Co., and Dilbeck and Sons Construction), it was decided that simply adding French drains to the football field would not resolve the problem. Both of the contractors stated the field needs a crown. Mr. John Dominguez, district consultant, explained all renovations must be approved by the California Department of Fish and Game prior to implementation.

Ms. Williams stated that the next steps regarding the roofing projects at Castroville Elementary and at the Middle School will require engineering prior to going out to bid. Mr. DeAmaral added that because of the age of our school sites, all roofs should be inspected.

Mrs. D. Jimenez expressed that we have a lot of needs, but unfortunately limited resources for repairs and maintenance of our facilities.

EDUCATIONAL SERVICES

District Coaches will Present the Function of the District Coach & the Types of Staff Development in the Areas of Math, Systematic ELD, Differentiation and Technology that our Teacher have been Receiving in 2009-10 School Year

Ms. Lorene Kiser, Ms. Sofia Sorensen, Ms. Maria Heredia and Mr. Matt Binder District Coaches gave an overview on their functions and a brief description on their job duties. Ms. Kiser described that there are nine essential components to Program Improvement and Ms. Sorensen added that their overall duties are to improve the performance in English Learners.

Ms. Kiser reported that she is the Math Coach for the K-6 level in our district. She stated that her duties are to implement a new math programs by adopting new math books and training other math teachers in the district in an effort to raise District math scores. She reported on the district math scores from 2007-2009 and reported that students grades have come down, below 50%.

Ms. Kiser described the following Math Coach duties and responsibilities: Provide one-on-one and/or grade level coaching to teachers; Conduct informal math lesson observations and walk-through; Create pacing guides (K-6, including combination classroom pacing guides; Develop/update math trimester assessments (K-6, including combination classroom assessments; Train teachers in the effective use of data through our DMM system and test analyzing process; Provide specific data to administrators on district benchmark assessments; Coordinate and conduct district-wide math lead teacher trainings and meetings; Plan and support administrators in the implementation of site based professional development (APT); DSLT representative at PD, CV, EV, and at the district level; Organize and facilitate district-wide staff development trainings.

Ms. Kiser reported on the Math Professional Development for 2009-10 School Year and stated that its site based with the following components: Coordinated initial program training; Data analysis; Lesson planning and delivery; Instructional modeling of best practices; Math games; Concept mapping; Grade level meetings; Informal consultants. She also gave an overview on the District-wide/Site-based Cycle of inquiry which consists of the following: Analyze Data; Investigation of focus area; Collaborative lesson planning; Teachers teach lesson; Analyzing student work and next steps.

Mr. Osorio expressed his concerns regarding instruction and experience in new teachers and if there's a learning gap or if the university is not teaching teachers what they need to learn. In response, Ms. Kiser stated that there are a lot of different ways to engage students, but she feels that the cycle of inquiry process has helped math teachers.

Mrs. Jimenez asked what's the response from teachers in our district. In response, Ms. Kiser stated that the teachers are learning new curriculum and are learning how to make it more meaningful to students. She stated that the teachers are engaged and are learning how to make it fun for students.

Mr. Osorio asked how the district is measuring success. In response, Ms. Kiser stated that they look at data every trimester to see how students are doing.

Mr. De Amaral asked if they have had special training. In response, Ms. Kiser answered that she has had training. Superintendent Montenegro added that all the coaches were handpicked and come with a lot of experience.

Ms. Birch Badger, Prunedale Elementary School 4th grade teacher, expressed that the coaches are a great tool and she has learned by asking a lot of questions so she could help her students meet the state standards. She stated that it's a collaborative effort where all the teachers get to share ideas. She added that it's been inspirational to focus on math.

Ms. Margarita Palacios, Prunedale Elementary Principal, expressed that the coaches are incredible support to principals and the different strategies helps teachers become better teachers.

Ms. Sofia Sorensen reported that she is the districts ELD coach and her job is to bridge the gap between English learners and those who begin school as fluent English speakers. She described her approach and stated that it's two-pronged in increasing the academic achievement of English learners. The first approach is explicit instruction in vocabulary and grammar with students grouped by English proficiency level which consists of Systematic ELD and 30-45 minutes daily for K-6 graders. The second approach is the explicit instruction in the vocabulary and grammar needed to access grade-level standards with students grouped by grade-level which consists of Side by Side and embedded in core language arts.

She reported on the SELD Professional Development 09-10 focus was on implementation. The site-based consisted of: CELDT; Class formation; Cycle of Inquiry around writing of English learners; Lesson planning and delivery; Modeling of best instructional practices; Informal consultations. The District-wide Staff Development Days of: Establishing and communicating learning goals; Ongoing assessment; Effective teaching tools; Gradual Release of Responsibility.

Ms. Sorensen described the following ELD Coach Duties and Responsibilities: Conduct informal ELD lesson observations and walk-throughs; Provide one-on-one and/or grade-span/proficiency level coaching to Teachers; Assist sites in forming appropriate ELD classes based on available data on students' English proficiency levels; With principals, plan and lead site-based professional development (APT and faculty meetings); Plan, coordinate and lead district-wide staff development on SELD; DSLT representative at PD, CV, EV, and at the district level; Create year-long instructional sequences for Systematic ELD, with target vocabulary and grammatical structures (2-6 completed in 2009, K-1 to be completed in 2010); Create and maintain district wiki-site to support implementation and district-wide collaboration in SELD implementation; Consult with middle school BRT and ELD teachers on SELD implementation; Assist in Side by Side pilot by providing input on lesson plans and meeting agendas and connecting to Systematic ELD training.

Ms. Maria Heredia described why the district has a differentiation coach. She explained that for all English Learners to receive differentiated grade level instruction throughout content areas according to levels of language acquisition and compare average CELDT Reading Levels for 2nd through 6th grade, 2009-2010.

Ms. Heredia gave an overview on differentiation of instruction and stated that it's a cognitive planning tool for the differentiation of ELA standards by levels of language performance and the outcomes is that teachers will be able to use the Side by Side tool to plan for Language Arts.

He also presented a copy of the Model for Differentiation of Staff Development that was developed by Language Arts Coordinator from San Diego, Ms. Sylvia Reyes.

Ms. Heredia described the following Differentiation Coach Duties and Responsibilities: Lead the pilot implementation of K-6 EL Differentiation (Side by Side) at each site; Support the implementation of the K-6 District Plan for EL Learners; Lead the process of creating K-6 Differentiation lesson plans for a district binder; Provide K-6

EL Differentiation (Side by Side) training to K-6 teachers and administrators; For the first two weeks, provide new teacher support to new teachers or new to grade level K-6 teachers; Provide K-6 articulation sessions at the district, site, and grade level regarding EL Differentiation; Support the district-wide implementation of K-6 Program Improvement strategies, including Cycle.

Mr. Binder reported that he is the PI /WASC Data, Assessment, and Technology Coach for 7th-12th graders. He gave a brief report on the API trend and stated that compared to the County office we are aligned but not with the state. He also explained the 9 essential components. He explained the Common Pacing Guides and Assessments and stated that the district has Quarterly Benchmark Assessments and Pacing guides to assist them with their instruction. He also gave a brief explanation on instructional assistance via content experts and he stated that he attended a series of workshops through Robert Marzano.

Mr. Binder described the following job description for his position: Support the implementation and revision of the draft 7th-8th ELA and Math Pacing guides and assessments; Facilitate the creation and implementation of subject-specific; CDE standards-based, school-wide 9-12 benchmark assessments; Coordinate the use of DMM scanner for benchmark assessments 9-12; Support the implementation of WASC recommendations 9-12; Provide on-going DMM training for teachers and administrators; Support/assist with 7-12 professional development planning and Implementation; Provide student achievement data training and support 7-12; Facilitate articulation/collaboration 7-12 and within grade levels and Departments; Support the implementation of technology to increase student achievement 7-12; Support the district-wide implementation of 7-12 Program Improvement strategies including Cycle of Inquiry and Professional Learning Communities; Support Infinite Campus implementation.

Mr. Binder expressed that he has had some challenges at the high school and that half of the staff is on board. He added that a lot is being implemented and it could take up to 3-5 years.

Mr. Binder also shared a glimpse of the new district website that he is currently creating on his own personal time.

Ms. Heredia expressed that the Side by Side tool that was created by Sylvia Reyes is the missing piece for standard base instruction. She commended the district for doing the right thing and providing this tool. Superintendent Montenegro added that he wanted to publicly thank Dr. Linda Mann for all of her hard work in making this happen.

Ms. Badger expressed that everyone is excited about the systematic ELD and stated that it's a huge turn around for teachers. She thanked the coaches for their guidance.

Castroville Elementary School Narrative Report

Castroville School Elementary Principal Aida Ramirez gave an overview on the school and stated that during the 2008-2009 school years, they experienced a rapid growth enrollment from 576 to 634 students and had to add 8 combination classrooms. She added that the school demographics and facility needs are unique among the other elementary schools of the district posing distinct challenges that staff is committed to rise above.

Mrs. Ramirez reported that during the 2008-2009 school year the district API score dropped from 632 to 628. She stated that the school added a successful implementation plan which included a systematic ELD with Mrs. Sofia Sorensen assistant and made a point growth in the EL Subgroup. She also added that they implemented a Cycle of inquiry process, district coaching, after school program, and Cara Y Corazon an eight week parent education program attended by 22 parents.

Mrs. Ramirez reported that some of the challenges her site is facing is that she was out for five weeks on emergency leave, currently there are 10 combination classes, increase enrollment, facility needs, reduced fundin for intervention services and emotion/behavioral needs of students.

Mr. Ramirez also pointed out areas of improvement for Castroville School and stated that they are currently working on increasing daily attendance by giving perfect attendance certificated each trimester. She stated that currently, Mrs. Marilyn McLoughlin, teacher, is piloting an after school tutorial program on a small scale that consists of 5 classes, 2 sessions with 1-2 teachers. She also stated that she is currently doing weekly walkthroughs and has visited 83 classes in 18 days and seven teachers are currently participating in Response to Intervention Training. She added that her site will continue successful implementation plan.

Mrs. McLoughlin added that student peer teachers are helping tutor Title 1 students for free and a retired Special Education teacher is donating her time by working with 1st and 2nd graders with a new remediation tool she created for site words.

Mrs. Ramirez announced that El Teatro Campesino will be having a workshop on "La Carpa" a drama a production theatre on April 16, 2010 at Castroville School.

Discuss Potential Change of North Monterey County High School Schedule

Mrs. Terri Gill, High School Principal, reported on what implications Program Improvement (PI) have on the high school and stated that the district is now in Year 1. She explained that PI is school and/or districts receiving Title 1 funds that fail to make Adequate Yearly Progress (AYP) for two consecutive years are designated Program Improvement by the Federal Government and the State of California.

Mrs. Gill reported that PI has a 3-year timeline and Year 1 (2009-2010) is the planning stage. She reported that that the Academic Survey which consists of needs assessment-based on the state's 9 essential program components. She added that this has already been done. She also stated that part of Year 1 the District PI Plan Addendum was submitted Jan 2010.

Mrs. Gill reported that for Year 2 (2010-2011) implementation process the following consists of: Reconfiguring high school schedule; School wide Math and ELA Literacy Modifications; Structured ELD; Staff Development on Collaboration, Employ research based instructional strategies, Common benchmark assessments and pacing and data driven.

Mrs. Gill reported on last year's California Standards Test (CST) results for the high school. She gave an example of the Math test score numbers: 19%- Far Below Basic; 48% -Below Basic; 23% -Basic; 9% -Proficient; 1%- Advanced.

Ms. Gill shared PI-related factors that may require a change to the current bell schedule at the high school. She stated that: All students must be given supplemental linguistic services during the regular school day; All 9th and 10th graders must be given 400 minutes every ten days; Students scoring Below Basic and Far Below Basic, must be offered supplemental educational services; Must provide 64,800 minutes/year; 11th and 12th graders must be given additional intensive instruction and services designated to pass the CAHSEE.

Mrs. Gill explained on some of the immediate reasons for changing the current bell schedule at the high school: Educational advantages of year long core classes; Importance of CTE/Voc Ed class offerings; Sustain electives program-maintain opportunities for students; Preserve current NMCHS staffing configuration.

Mrs. Gill shared the results of the student version of the Program Improvement survey. She stated that 55% of the students would like to attend a 4 year college; 65% of students understand that attendance is important to their academic success at the high school; 63% of students believe that it's important to take vocational elective classes; 46% of students believe it's important to take Advance Placement classes; 46% of students believe it's important to take a Visual and Performing Arts class; 48% of students believe it's important to participate in extracurricular school activities; 22% believe it's very important to take year-long classes for academic success and 33% believe it's somewhat important; 62% believe it's important to have computer technology access at the school; 61% believe it's important to have maintained and improved facilities for academic success.

Mrs. Gill shared the results of staff survey on proposed changes to existing bell schedule: 66% of staff believe it's very important to have students take year long classes for academic success and 18% somewhat important and 8% not at all; 72 % of staff believe that 7 period day with potential double blocking in order to be complaint with instructional minutes and accommodate PI mandate supplemental offering and 28% believe the existing schedule with a 4 block added would accommodate PI mandate supplemental offerings and instructional minutes.

Ms Gill explained the proposed bell schedules to replace the existing schedule. She presented the 7-period day vs the 4X4 (A/B) schedule. She explained that the 4x4 would be 90 minute blocks every day with 7 total instructional periods all year. She explained the pros and cons for this schedule with the pros being the following: Increased

numbers in minutes/class/day; More class choices for students; Fewer numbers of contact/day; Prep time for some classes every other class. The cons to implementing this schedule are: No daily instruction for each class/less continuity; 7 instructional sections; More total contacts for the year; No common prep; Potentially more preps.

Ms Gill explained the proposed schedule for the 7 period days. She explained the pros and cons for this schedule with the pros being the following: Daily instruction for each class; Same number of contacts for the year; More class choices for students; Potentially flexibility for double blocking. The cons to implementing this schedule are: Increased daily contact and no common prep.

Mrs. Gill reported on the instructional minutes on the two different models and stated that the 4X4 has 8,100 minutes a class per year and 7-Period classes have 9,000 minutes a class per year. She added that the state requirement is 8,400 minutes per year. Ms. Gill reported that majority of the staff voted for 7-period classes which then help the school comply with the mandated minutes. She expressed that the departments are still having ongoing meetings regarding this matter.

Mr. Osorio asked if Ms. Gill has been meeting with parents and if so what are their perspectives. In response, Ms. Gill stated that most parents do not want the change, but once it's explained they change their mind. She added that she has also been meeting with migrant parents and ELAC students and they expressed that additional classes are needed.

Mr. De Amaral asked what would be the additional cost on textbooks and how would we fund it. In response, Ms. Williams stated that it would be an additional \$135,000 and it would come from the general fund.

Mrs. D. Jimenez asked if Mrs. Gill has done research on surrounding school districts. In response, Mrs. Gill stated that Alisal Unified School District, Salinas Union School District and Carmel Unified School District are all at 7-periods.

Mrs. D. Jimenez asked if there would be additional transportation cost. In response, Mr. McColgan stated that there would be additional cost and that it would change start times for elementary and middle school students. He added if the Board desires to move forward two additional costs what accrue on the district transportation and textbooks.

Mrs. D. Jimenez expressed that conceptually the 7 period makes sense because we need to improve student scores. However, she feels that she still doesn't have enough information on how this would impact the rest of the school sites. In response, Mrs. Gill stated that the starting time would be earlier and it would benefit after-school sports.

Mrs. P. Jimenez stated that she would like to know the fiscal impact and would also like to hear teachers' perspective on the proposed schedule change.

Ms. Hesik expressed that as a school they need to move forward onto 7-period classes and feels that great teacher make great programs.

Ms. Laurel Gast expressed that 70% of students are far below basic and the schedule needs to be changed to 7-periods.

Ms. Jennifer Foreman expressed that successful students are going to do well regardless, but Special Education students need classes in smaller chunks.

Mr. Lou Angelakis reported that the Math department agrees to a 7 -period class.

Ms. Miller expressed as a first year teacher it would be best to have classes in smaller increments and agrees to the 7-period classes.

Mr. DeAmaral expressed his appreciation to all teachers.

BUSINESS SERVICES

Update on 2008-09 Average Daily Attendance (ADA) Reports

Ms. Williams stated that the Audit Report for the fiscal year ending June 30, 2009 as presented at the February 4, 2010 meeting included a finding on Echo Valley attendance accounting. This resulted in the need to revise Attendance reports for 2008-09. The site attendance clerk has completed corrections in SASI. The Reports have been internally audited, revised and submitted to the State.

Ms. Williams reported as a result of the revisions to P2 attendance is reduced by 2.45 ADA at a Base Revenue Limit funding amount of \$4, 950.45 per ADA. The Annual report will reduce Lottery funding by 2.43 ADA at an estimated amount of \$123 per ADA.

Ms. Williams acknowledged Mrs. Kathy Day, Accounting Specialist, for all of her work and the time spent on the revisions and internal auditing. The District is implementing increased internally auditing and training at all sites to avoid similar audit findings in the future.

Update on 2010-11 State Budget

Ms. Williams reported that the Governor's proposed budget impacts will further reduce the district's revenue by approximately \$950,000 per year. This will require our district to identify additional drastic budget cuts when we are already facing a \$1.8 million on going annual reductions, now totaling \$2.75 million. She added that School Services of California, Inc warns that the State budget relies on a variety of mechanisms; some which may be unrealistic and the shortfalls have the potential to result in further cuts to education. She expressed that we are doing more with less in these challenging fiscal times.

Superintendent Montenegro expressed that the Revenue Enhancement Committee is very important very important part as we face the future. We are exploring all possible options and working individually with all managers to continue the budget process. He expressed it's been very challenging.

PERSONNEL

Update of Board Policy 5138: Conflict Resolution

Ms. Jo Quinn, Director of Special Services, reported that upon the recommendation of OCR the Board Policy 5138 was updated to reflect current requirements under the law.

This item to be brought back as a consent item for approval.

Superintendent Reports

Due to time constraints, there were no items to report.

There being no other business, the meeting was adjourned at 10:10 p.m.