

PUSD  
District Advisory Council  
2019-2020

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DAC Officers  
Jennifer Higginbotham  
*Chairperson*

Kirsten Jackson  
*Vice Chairperson*

Ken Lin  
*Secretary*

Vacant  
*Assistant Secretary*

Bernadette Cole  
*Parliamentarian*

Bylaws Committee  
Vacant

Nominating Committee  
Vacant  
Julie Flad

## District Advisory Council Meeting Agenda

Monday, December 2, 2019, 6:00 p.m.  
Education Center, Room 229

### Childcare in Room 121

1. Call to order / Introductions 5 min.
2. Approval of Agenda 5 min.
3. Reading and Approval of Minutes 5 min.
4. Dual Language Immersion Programs (DLIPs) and International Academy: program overviews, measuring success and strategies for improving student outcomes at the site level – 45 min.  
*Juan Ruelas, Director, Language Assessment Development Department*
5. Local Control Accountability Plan (LCAP) Update – 15 min.  
*Dr. Xilian Stammer, Director, Special Projects, State & Federal Programs*
6. Chairperson's Report 5 min.
7. Member Comment/Public Comment 10 min.

District Advisory Council

November 4, 2019 Meeting Minutes

**Schools in Attendance:** Blair (Kitty Cahalan, Bernadette Cole, Jennifer Higginbotham), Don Benito (Laura Hackett), Field (Bryant Mathews, Paul Nerenberg), Hamilton (Kirsten Jackson), Jackson (Matt Ima), Longfellow (Connie De La Torre, Erica Ingber), Madison (Florence Annang), Marshall (Claire Carter), McKinley (Sean Murray), Muir (Lawton Gray)

**Also in Attendance:** Dr. Steven Miller, Chief Human Resources Officer; Kim Kenne, Board Member; Judy McKinley, community member; Barbara Larson, community member;

1. Call to Order: 6:09 pm by Chair Jennifer Higginbotham
2. Approval of Agenda: The agenda was reviewed. A motion was made to approve the agenda by Kitty Cahalan and seconded by Bernadette Cole. The agenda was approved unanimously.
3. Reading and approval of minutes:  
The minutes were read and amended. Item 5C: changes to charter schools are effective July 2020. A motion was made by Kitty Cahalan to approve the minutes as amended and second by Bernadette Cole. The minutes approved unanimously as amended.
4. Open enrollment, staffing following school consolidations, and plans for relocating Adult Education and Alternative Education Programs by Dr. Steven Miller, Chief Human Resources Officer (6:15pm – 7:30pm)

Highlights:

- Dr. Miller reviewed documents with timelines for school closures and open enrollment. By December 6 the district needs to finalize the seat capacity of each school site and those seats will go open on 12-9 through 1-3 when the “special lottery” happens for students impacted by school closures. Regular enrollment for all students will begin on 1-21-20.
- What happens to certificated and classified staff: beginning in the next week Dr. Miller will be working on the admin-teacher ratio, pulling together what the proposed projections will be. In December they will also begin looking at personnel matters, who might be leaving the district, and what is the projected decline in enrollment. The special lottery will be able to assist in indicating potential declines in enrollment. In January we will start discussions with the board about potential layoffs.
- In January the district will be able to anticipate where students will go and in February this becomes solidified. Staff will begin looking at teacher seniority.
- There will be skipping criteria with regards to layoffs for DLIP teachers.
- By March, the district can identify vacancies and teachers by seniority, and start making choices.
- The district will be having a separate meeting with preschool parents affected by school closures.
- Current vacancies are being held and not hired for to reduce the possibility of a layoff later on.

- The district has not brought recommendations forward to the Board about how the sites will be used after they are vacated. There has not been a calendar item on that yet. Therefore, Adult Education has not been addressed at this time.
- The Board agenda for this Thursday 11-7 lists looking at staff recommendations for re-drawn boundaries in the district.
- Where are medically fragile kids from Roosevelt going? Mid to moderate are going to Washington, moderate to severe are going to Madison.
- Dr. Miller will be following up with the DAC via email, responding to all the questions and issues raised at this meeting.

5. Board Update: Kim Kenne, PUSD School Board Member (7:30pm – 8:20pm)

- We have already covered school closures, boundaries, open enrollment with Dr. Miller
- We have a new open enrollment software system called Smart Find
- School start times – will Madison go to a later start time to accommodate the students from Roosevelt who already have a late start time (easier for parents of special ed students)
- Prop 39: allows charter schools request space. Those requests have already been submitted to the district but these do not have to be honored. Will there be a discussion with the community if programs will be moved into their vacant neighborhood school? Having a process for this is a good idea.
- The district applied for a 4-year Hewlett grant for \$21 million and part of that would be to do a strategic planning/visioning process, building capacity among leaders, benefitting students who are at risk, Multi-Tiered Systems of support.
- There is a conversation about a bond on the agenda for Thursday.
- How are Instructional Coaches allocated to sites: SSCs need to understand what are the allocations of staff. What will Central be paying for next year so we know for our SPSAs? When will those decisions be made?
- Principals should get a percentage of the Title I and S & C carryover from last year. We should know about this soon, or can ask our principals. A DAC member stated that finding out about this surplus so late in the year is challenging to fit into a plan that has already been written and asked if it would be possible to find out about carryover earlier in the school year.
- There was a question about bussing. We first need to know what middle school those students will attend. Board policy states that if you are outside of a 2 mile boundary, we provide that for middle school (as funding allows). This will be a discussion at the board meeting on Thursday. Also mentioned was the hope that the board and staff will look at bus routes when drawing these lines.

Kirsten Jackson made a motion to adjourn the meeting at 8:22pm, seconded by Bernadette Cole. The meeting was adjourned.

Minutes taken by Kirsten Jackson