

**PUSD**  
**District Advisory Council**  
**2016-2017**

Meg Abrahamson, *Assistant Superintendent, Planning, Innovation & Accountability Support*  
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**DAC Officers**  
Bernadette Cole  
*Chairperson*

Jennifer Higginbotham  
*Vice Chairperson*

Vacant  
*Secretary*

Kitty Cahalan  
*Assistant Secretary*

Michael Nowak  
*Parliamentarian*

**Bylaws Committee**

**Nominating Committee**

**LCAP Committee**

## **District Advisory Council**

### **Meeting Agenda**

Monday, December 5, 2016, 6:00 p.m.  
Board Room

**Dinner at 5:30 p.m.**  
**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. The District Assistant Superintendent of Planning, Innovation and Accountability Support will present on the District LCAP  
  
Dr. Meg Abrahamson 50 min.
5. Elections 10 min.
6. Chairperson report 5 min.
7. Member Comment/Public Comment 5 min.

District Advisory Council

10/03/16 Meeting Minutes

**Schools in Attendance:** Altadena (Panagiota Regopoulos), Blair (Jennifer Higginbotham, Bernadette Cole), Cleveland (Bill Creim), Field (Lydia Finkley, Jing Xu), Jackson (Bill Creim), Jefferson (Bill Creim), Longfellow (Kitty Cahalan, Connie De La Torre), Marshall (Carol Ann Locke), McKinley (Marcia Talbert), Pasadena High School (Laurie Radcliff), Sierra Madre Middle School (Julie Flad), Wilson (Lydia Finkley, Karen Kobey).

**Also in Attendance:** Trudell Skinner, PUSD Coordinator of Equity and Access; Esther Salinas, PUSD Ombuds Officer; Mike Nowak, DAC parliamentarian; Barbara Larson, community member; Suzanne Berberian, PUSD Community Liaison Specialist; Ruth Ann Aull, Willard SLPA; Judy McKinley, community member; Alvin Nash, UTP; Diana Verdugo, Measure TT Advisory; PUSD Interpreter.

1. **Call to Order:** 6:06 pm by Chair Bernadette Cole.
2. **Approval of Agenda:** Motion to approve meeting agenda as presented from Bill Creim, seconded by Lydia Finkley. Motion passed.
3. **Reading and Approval of Minutes (08/29/16):** Motion from Carol Locke, second by Julie Flad to approve the minutes as corrected. Motion passed. Correction to the spelling of "Eliot" item #4, paragraph 3. Barbara Larson's last name should be spelled "Larson."
4. **Presentation on Equity and Access:** Trudell Skinner, Program Coordinator of Equity of Access.

Mrs. Skinner is forming an advisory committee on Equity and Access, information about which was distributed. The district is hoping to recruit 40 committee members. Mrs. Skinner led the group through an exercise on perceived inequities. Issues mentioned include the following:

- Class sizes
- Translation services
- Resources for students with special needs
- Assessments for students take time away from learning time
- ELD students are unable to take electives
- Lack of district support for school-site events (such as back to school night)
- Unexplained differences from one school site to another
- Over emphasis on signature programs
- Support for absences of instructional aids in SDC classrooms
- Access to information for those without access to the Internet
- Retention of administration
- Foundational support for foster youth
- Technology instruction and equipment
- Under identification of GATE students in some populations
- Northwest population unaware of local culture
- After-school programs; closing of the achievement gap

- Transportation to after-school programs
- Instructional materials (particularly for math) for teachers to give to students
- Too many administrators
- Lack of recognition of individual needs of special ed students
- Instructional support for technology and keyboarding; suggestion that all sites use Mavis Beacon as is done at Hamilton
- Students not tested at learning level
- Effective GATE program
- Racial imbalance of staff
- Dual-language program does not have comparable materials, assessments, etc. as English-language instruction
- Students not prepared for university (at least 50% of students should be proficient)
- Few libraries at elementary schools and often lacking a full-time librarian; plus, librarians not trained on balanced literacy
- Expectation that all students are college-bound is misplaced
- Criteria used for students placed in honors and advanced studies classes is not consistent across school sites

Question about what to expect out of the Equity and Access office? Mrs. Skinner emphasized she is an office of one, and will be relying on a committee for support.

Question about how Equity and Access office will focus on the achievement gap? Mrs. Skinner said they will be looking at individual students with creation of personalized learning plans to see if that helps. It was mentioned that individual learning plans were at one time created for all students at Longfellow. Mrs. Skinner discussed training and recruitment implications.

Comment made about the timing of assessments of special ed students. Early identification helps students reach their full potential. Mrs. Skinner said in PUSD we are seeing over-representation of certain populations.

Comment made that each school site is designating a technology leader who will receive training and will, in turn, pass information to those at his or her school site.

5. **Election:** Bernadette Cole.

Lydia nominated Jennifer Higginbotham as vice-chair. Motion to close the nominations from Marcia Talbert and seconded by Bill Creim. Motion carried.

Now there is a vacancy for secretary. In the interim, Kitty will take the minutes.

6. **Chairperson Report:** Bernadette Cole thanked those who attended the SSC trainings. The SSC plans must be approved in April with Board approval in May. Reminder that the CAHSEE has been suspended and is not being given.

Up to \$120,000 was carried over by school sites last year. Lydia encouraged SSC members to inquire about carry-over funds to ensure money is spent in the current school year. Bernadette will route information about carry-over funds at the school sites. Comment made that some principals don't know how to access or understand budget data. Two former principals said they did not specifically go over budgets with their supervisors other than discussions related to the SPSA.

Bernadette reviewed various upcoming meetings.

Next meeting is November 7, 2016.

**7. Member Comment/Public Comment:**

Discussion regarding the membership applications for the CAC committee.

LCAP PAC is meeting November 15 at McKinley at 6 pm.

Motion to adjourn from Connie De La Torre with second from Kitty Cahalan. Motion approved. Meeting adjourned at 7:24 pm by Chair Bernadette Cole.

Respectfully submitted by: Jennifer Higginbotham, Secretary

**HANDOUTS:**

Minutes (08/29/16)

Equity and Access Advisory Committee to Superintendent

District Advisory Council  
11/07/16 Meeting Minutes

**Schools in Attendance:** Altadena (Panagiota Regopoulos), Blair (Jennifer Higginbotham, Bernadette Cole), Cleveland (Bill Creim), Field (Jing Xu), Jackson (Bill Creim), Jefferson (Bill Creim), Longfellow (Kitty Cahalan, Connie De La Torre), McKinley (Marcia Talbert), Pasadena High School (Laurie Radcliff), San Rafael (Bret Nicely, Maureen Iser Vukojevich) Sierra Madre Middle School (Julie Flad), Washington Accelerated (Maria Chavez, Luis Gonzales), Washington Middle (Bill Creim), Wilson (Jennifer McCreight).

**Also in Attendance:** Esther Salinas, PUSD Ombuds Officer; Mike Nowak, DAC parliamentarian; Suzanne Berberian, PUSD Community Liaison Specialist; Ruth Ann Aull, Willard SLPA; Judy McKinley, community member; Diana Verdugo, Measure TT Advisory; PUSD Interpreter; Florence Annang, community member; Julieta Aragon, community member

1. Call to order

Meeting called to order at 6:01 pm  
Introductions

2. Approval of agenda

Motion: Bill Creim, 1<sup>st</sup>; Julie Flad, 2<sup>nd</sup>. Motion carries unanimously.

3. Approval of October 2016 meeting Minutes

Not yet available.

Motion: Table October 2016 meeting minutes until December meeting. Jennifer Higginbotham, 1<sup>st</sup>; Brett Nicely 2<sup>nd</sup>. Motion carries unanimously.

4. Presentation: PUSD Ombuds officer, Dr. Esther Salinas.

PUSD Ombuds Office is a collaborative effort to bring together all PUSD stakeholders and connect those who need help navigating the system or resolving conflicts.

Who to call in what situation is on the PUSD website and in 2016-17 Student/Parent Handbook, page 13. DAC members are invited to submit other questions that parents may have.

Ombuds: Swedish terms that means representative. Originally used in context to mean a representative for justice, to make sure that something that is supposed to happen will actually happen. Often found on college and university campuses.

What is the office? People can come to state concerns and plan next steps; appropriate place for conflict resolution; goal is fair and equitable outcome for all parties, consistent with district policies and statutory regulations.

IOA and ABA set best practices for an ombuds office

Core operational principles: Independence, confidentiality\*, impartiality, informality

\*except in case of imminent harm to self or other, or suspicion of child abuse.

What do people bring to office? Need a neutral person or thought partner to bounce idea off of; reluctant to use a formal channel or don't want to file a grievance; aren't sure where to begin; seeking help but not

finding it, running into walls; feeling they've been treated unfairly; misconduct suspected, but don't want it outside of a confidential channel; need a conflict clarified

2 categories of concerns:

Family/Community – student concern, concern about teacher or principal, access to programs or resources, communication problems, health and safety issues, red tape in district procedures, explaining the formal processes that might be best suited to move forward.

Employment concerns – compensation, evaluative relationships, many others.

How/when to come see ombuds: Anywhere in the process.

Does not: Receive formal notice of a problem in PUSD; Conduct formal investigations; participate in a formal complaint, lawsuit on behalf of PUSD or visitor; create or maintain records for PUSD; advocate for any party in a dispute; offer legal advice or provide psych counseling.

GopUSD.com/ombuds

Or pUSD.us site, under "About PUSD" click on "Ombuds Office"

Questions:

- a) Example – safety issue at Washington Elementary with nearby construction that has not been addressed. Dr. Salinas says she would explain the route that a complaint would follow to resolve that issue.
- b) How did this position come to be? Not a standing position, was created last year. BOE and administration worked together to develop the position. What is independence of the position? Position was going to answer to the board, but now it answers to board and to superintendent.
- c) What should we as DAC members do to bring the info back to school population? She has spoken to many groups to introduce the position. If you see conflicts on campus, suggest that they contact her office.
- d) If a student were to come with a conflict, is it confidential from the parent? Would ask who the information has been shared with, would want to guide to the correct resources, including parents if they don't already know.
- e) So this is to guide people to resolution, how is it better than the page in the parent handbook? She will give you all the options without telling you what you have to do. Can do the shuttle diplomacy – say a parent isn't comfortable with principal, so she can go to that principal and share information if parent is OK with her doing so. Her familiarity with the people who do the things in the district will give her better insight or access.
- f) Employees in bargaining units should not be coming to ombuds; should be going to their job steward. Why is she saying that employees should come to her? Her answer is to remind that her help is bound by policies and regulations. She's presented to the unions, and the union won't take a side if conflict is between 2 members of same union. She can help there. Her confidentiality can be part of the solution.

Number is on all her materials, that is her direct line. She can meet anywhere with flexible hours.

#### 5. District Open Enrollment – Suzanne Berberian

Handouts are what was mailed out to everyone this week. Has schedule for who is to participate then. Second handout (not mailed out) is school tours. Right now is Sibling, DLIP, IB. This is last year they'll be grandfathered in from PreK into kinder DLIP. PreK, TK or ETK parents at not their home kinder school must also do OE to get into that school for regular kinder.

Waiting list: No list for first round of regular OE. If you do not want the school you get a spot in, you need to do the 2<sup>nd</sup> chance April 3-7 lottery. Question: If a TK child has gotten a permit to a school outside their regular TK (say, because there was no space at TK school of residence), do they need a permit to go to kinder? Someone was told they do not need a permit to continue at kinder at that school. Suzanne's information is that she would need to do OE to stay at that school. Suzanne will get correct info. Website: Open Enrollment 2017-18

Correction to school tour sheet: SMMS tours start at 8:30 pm, not at 9 am.  
Enrollment office ext: X88340

#### 6. Elections

Bernadette Cole needs nominations for secretary! No nominations from the floor.

#### 7. Chairperson report

##### a) Clarification for SSC's role over LCAP funding

Bernadette would like a full DAC board for plan of action.

Oct 27 BOE voted on School Site Council procedures. The changes just cleaned up the policy, but did not address SSC and LCAP authority. High schools and middles at high schools only have LCAP. Cahalan asked that addressing this be added to board agenda to state that SSCs will oversee LCAP funding. State law says we must have a plan, but it does not say where the money needs to go. A bill was vetoed by governor that would have put LCAP under SSC authority. Currently no oversight of funding unless BOEs say so. BC will send out email when this appears on board agenda. Anyone who would like to speak on this issue at that BOE meeting should plan to do so.

Question: clarification about which money goes to whom? Title I YES goes to SSC. Had to have a plan to show how the money addresses

LCAP could potentially go into principal's unrestricted fund with no oversight or community input. Principals supposed to submit plans, but they have been rubberstamped by BOE with no changes, even those that show they are clearly not compliant with the school or well-formulated.

With the Single Plan for Student Achievement, the BOE currently has the SSC overseeing the monies. Principals are pushing back – want responsibility because they're being held accountable. Thought there was an agreement but doesn't seem to be going anywhere to clarify SSC's roles in LCAP money. Schools have been operating as status quo. BOE members are supposed to be reading their schools' plans. Deadline moved last year, not all were signed. Pat Cahalan is supposedly asking for vote in November or December.

Online budgets were supposedly going to lead to training for site administrators to learn how to access, but not all principals have had this training – must make an appointment to learn how it works.

You should be looking at data after they are available. Have test data but not yet assessments (due Nov 18).

b) District events

Nov 11: no school

Nov 4- 18: priority OE – DLIP, sibling, IB

Nov 14:

AAPC 6 pm in BOE

DELAC at 6:30 at Edison

Nov 16 -

CAC in 229 at 6pm

Finance at 4 pm in 229

Measure TT 6:30 room BOE or 229

Nov 17 – Facilities 3 pm 229

BOE 5:30 in BOE room

Nov 21-25 – Thanks holiday

Nov 28 – PTA Council meeting 6 pm location TBA

Nov 29 – 7 pm central library – Navigating OE

Dec 5 - next DAC meeting

Motion to adjourn – Connie de la Torre, 1<sup>st</sup>; Mike Nowak 2<sup>nd</sup> – motion carries unanimously.