

San Ramon Valley Unified School District
699 Old Orchard Drive, Danville
925-552-2933 * www.srvusd.net



SPECIAL BOARD OF EDUCATION MEETING
April 3, 2020



10:00AM Closed Session

Mark Jewett, Vice-President
Susanna Ordway, Clerk

Greg Marvel, President

12:00PM Open Session

Ken Mintz, Member
Rachel Hurd, Member

Welcome to the San Ramon Valley Unified School District Board of Education meeting. Your interest in our schools is greatly appreciated.

NOTICE is hereby given that the Meeting of the Board of Trustees of the San Ramon Valley Unified School District will be held on April 3, 2020, at 10:00AM closed session and 11:00AM open session. Pursuant to Executive Order of the Governor, and in order to adhere as closely as possible to the Order of the Health Officer of Contra Costa County, the Board meeting will not be open to personal attendance to the public. The meeting will be live-streamed at the following link:

https://www.srvusd.net/district/board_meetings

Public comment on non-agenda items can be made electronically by email to cfischer@srvusd.net or by fax (925-838-3147) before 9:30AM on April 3, 2020. Please note in the title of the e-mail "public comment". Public comment on action items, during the meeting, can be emailed to cfischer@srvusd.net. All such comments that are within the District's jurisdiction will be read aloud at the meeting up to a three minute limit per speaker. Any individuals with disabilities requesting reasonable accommodation or modification of the meeting procedure so as to be able to watch the live feed of the Board meeting may contact Cindy Fischer at cfischer@srvusd.net.

Closed Session: Closed session meetings are not open to the public. By law, matters dealing with students and district employees are reserved for closed session to provide confidentiality. Other closed session topics can include litigation, property negotiations, and collective bargaining issues with employee associations. Members of the public are given the opportunity to speak regarding closed session items prior to the closed session.

Action items are considered and voted on individually by the board. **Consent items** are considered routine in nature and are approved by combining them into a single vote. A member of the Board of Education or a member of the public may request that a consent item be removed from the consent agenda and voted on separately.

Copies of board agenda backup and other informational materials provided to members of the Board of Education are available for review in the Office of the Superintendent beginning at 4:00 PM on the last working day of the week preceding each meeting of the Board of Education. For disability related modification or accommodation, please contact the Office of the Superintendent at 552-2933 during business hours.

*In compliance with Brown Act regulations, this agenda was posted 72 hours before the noted meeting.
Cindy Fischer, Executive Assistant*



CLOSED SESSION
Superintendent's Conference Room
April 3, 2020
10:00AM
TELECONFERENCE

- 1.0 Call to Order**
- 2.0 Attendance**
- 3.0 Acceptance of Closed Session Agenda and Public Comment**

Adjournment to Closed Session

- 4.0 Closed Session Agenda**
 - 4.1 Consultation, Review, and Recommendations for District's Coronavirus Response**
 - 4.2 Conference with Labor Negotiator – Agency Keith Rogenski**
Assistant Superintendent Human Resources
 - a) SRVEA, CSEA, SEIU
 - 4.3 Public Employee Appointments**
(Government Code Section 54957)
 - a) Director, Transportation
 - b) Coordinator, Ed Services
 - c) Assistant Director, SPED
 - d) Program Supervisor, SPED
 - 4.4 Public Employee Appointment/Discussion**
Position: Superintendent (Government Code Section 54957)

Adjournment



OPEN SESSION
Board Rooms
April 3, 2020
12:00 PM
TELECONFERENCE

Please Note: All Public Comment is Limited to Three (3) Minutes

5.0 Pledge of Allegiance/Attendance

6.0 Report of Actions Taken in Closed Session

7.0 Acceptance of Minutes

- 7.1 Minutes of March 24, 2020 **Action**
- 7.2 Minutes of March 27, 2020 **Action**

8.0 Agenda Approval and Consent Action

- 8.1 Acceptance of Open Session Agenda **Action**

9.0 Reports to the Board

- 9.1 Public Comment for Non-Agenda Items (Comments Limited to Three Minutes) **Oral**

10.0 Action Items/Public Hearings

- 10.1 Approval of Services Agreement Contract with Leadership Associates to Conduct a Superintendent Search **Enclosure Action (Marvel)**
- 10.2 Consultation, Review, and Recommendations for District’s Coronavirus Response **Enclosure Action (Schmitt)**

11.0 Discussion/Information

- 11.1 Superintendent Search **Discussion (Marvel)**
 - a) Overview of search process
 - b) Board/search firm protocols during the search
 - c) Timeline for search
 - d) Board input regarding desired qualities and characteristics of new Superintendent
 - e) Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults
 - f) Discussion of online survey

Adjournment

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, CA 94526

4/3/20

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BOARD OF EDUCATION MEETING

March 24, 2020

MINUTES

The audio and video from this meeting can be found on the District website at www.srvusd.net.

The audio timestamp associated with the agenda item is noted under the title.

Pursuant to the executive order of the Governor and in order to adhere as closely as possible to the order of the Health Officer of Contra Costa County, the Board meeting was closed to personal attendance.

- 1.0 Call to Order** The Board of Education held its regular meeting at the Education Center. The meeting was called to order at 5:36PM in the Board Rooms.
- 2.0 Attendance** Board Members Present: Board President Greg Marvel, Board Vice President Mark Jewett, Board Clerk Susanna Ordway, Board Members Ken Mintz and Rachel Hurd.
- Administrators Present: Superintendent Rick Schmitt, Executive Director MaryAnn Frates via teleconference and Recording Secretary Cindy Fischer.
- The closed session agenda was accepted and opened for public comment.
- See Item 6.0 for action taken.
- 3.0 Acceptance of Closed Session Agenda and Public Comment**
- 4.0 Closed Session** The closed session was adjourned at 6:50PM.
- Open Session** Board President Greg Marvel reconvened the meeting in open session at 7:03PM.
- 5.0 Pledge of Allegiance/Attendance** Board Members Present: Board President Greg Marvel, Board Vice President Mark Jewett, Board Clerk Susanna Ordway, Board Members Ken Mintz and Rachel Hurd.
- Administrators Present: Superintendent Rick Schmitt, Chief Business Officer Greg Medici and Assistant Superintendents Keith Rogenski and Christine Huajardo.
- Others Present: Recording Secretary Cindy Fischer and 0 visitors attended.
- 6.0 Report of Action Taken in Closed Session (.07)** There was no action taken in closed session.
- 7.0 Acceptance of Minutes (.29)** On a motion by Mark Jewett seconded by Ken Mintz, the March 3, 2020 minutes were approved. (5/0)
- On a motion by Susanna Ordway seconded by Rachel Hurd, the March 13, 2020 minutes were approved. (5/0)
- On a motion by Ken Mintz seconded by Susanna Ordway, the March 19, 2020 minutes were approved. (5/0)
- 8.0 Agenda Approval and Consent Action**
- 8.1 Acceptance of Open Session Agenda (.13)** On a motion by Rachel Hurd seconded by Susanna Ordway, the open session agenda was approved. (5/0)
- 8.2 Approval of Consent Agenda (1.17)** On a motion by Rachel Hurd seconded by Mark Jewett, the consent agenda was approved. (5/0).

- 9.0 Reports to Board**
- 9.1 Day of Silence – Date correction to 4/14/20 (1.38)** Assistant Superintendent Christine Huajardo shared the Day of Silence is to raise awareness about youth who face harassment because of their sexual orientation or gender identity.
- 9.2 Public Comment for Non-Agenda Items (2.44)** Public comments were read aloud by Board President Marvel William Dong
- 9.3 Association Presidents' Comments (6.58)** Board Presidents' comments were read aloud by Board President Marvel
SEIU President Cari Luchini
CSEA President Tami Castelluccio
SRVEA President Ann Katzburg
- 10.0 Action Items/Public Hearings**
- 10.1 Consideration of Adoption of Resolution No. 72/19-20, In the Matter of Intent to Declare Emergency Resolution Delegating Authority to take Necessary Action to Protect Students and Staff from the Spread of Coronavirus (COVID-19) (14.23)** On a motion by Susanna Ordway seconded by Rachel Hurd the Board voted to approve Resolution No. 72/19-20 as amended. Page 4, paragraph A with the addition of “with Board action” to the 2nd sentence. (In addition, the Superintendent/Designee is authorized to extend the closure of District schools *with Board action* if the Superintendent determines that an extended closure is necessary to protect the health and safety of students, staff or others. (5/0)
- 10.2 Consideration of Acceptance of the Independent Financial Audit for the Building Fund for the General Obligation Bond Measure D Election of 2012 for the 2018-19 Fiscal Year Ending June 30, 2019 (19.37)** Chief Business Officer Greg Medici
On a motion by Ken Mintz seconded by Susanna Ordway the Board accepted the independent financial audit for the building fund for the general obligation bond measure D election of 2012 for the 2018-19 fiscal year ending June 30, 2019. (5/0)
- 10.3 Consideration of Acceptance of the 2019 Parcel Tax Oversight Committee Report (21.18)** Chief Business Officer Greg Medici
On a motion by Mark Jewett seconded by Ken Mintz the Board accepted the 2019 parcel tax oversight committee report (5/0).
- 10.4 Public Disclosure of the Major Provisions of the 2019-2022 San Ramon Valley Education Association (SRVEA) Agreement in Accordance with the Requirements for the AB1200, AB2756 and govt. code 3547 (23.38)** Chief Business Officer Greg Medici
Board President Marvel opened the public hearing
There were no comments
Board President Marvel closed the public hearing
- 10.5 Consideration of Approval of a Tentative Agreement between the San Ramon Valley Unified School District and the San Ramon Valley Education Association (SRVEA) for a** On a motion by Ken Mintz seconded by Susanna Ordway the Board approved the tentative agreement between SRVUSD and SRVEA for a 2019-2022 successor agreement. Assistant Superintendent, Human Resources Keith Rogenski

**2019-2022 Successor
Contract (24.56)**

- 10.6 Consideration of Adoption of Resolution No. 70/19-20, Approval of Provisional Internship Permit (PIP) Request(s) (38.40)** On a motion by Mark Jewett seconded by Susanna Ordway the Board voted to approve Resolution No. 70/19-20. (5/0)
- 11.0 Consent Items**
- 11.1 Consideration of Approval of Certificated Personnel Changes
 - 11.2 Consideration of Approval of Classified Personnel Changes
 - 11.3 Consideration of Approval of Contracts/Purchases Over \$50,000
 - 11.4 Declaration of Surplus Property
 - 11.5 Consideration of Adoption of Resolution No. 68/19-20, Approving Routine Budget Revisions
 - 11.6 Consideration of Adoption of Resolution No. 66/19-20 for Twin Creeks Elementary School Growth Relocatable Classrooms – Guerra Construction Group
 - 11.7 Consideration of Adoption of Resolution No. 67/19-20 for Stone Valley Middle School Classroom and Multipurpose Buildings – Various Contracts
 - 11.8 Ratification of Facilities and Operations Contracts
 - 11.9 Consideration of Approval of Bid Award for Green Valley Elementary School Courtyard and K-Y Improvements
 - 11.10 Consideration of Adoption of Resolution No. 65/19-20, Approving the Twin Creeks Elementary School Site Improvement and Classroom Modernization Projects and Authorizing a California Environment Quality Act Notice of Exemption
- 12.0 Recess Meeting of the Board of Education / Convene Meeting of the San Ramon Valley School District Joint Powers Financing Authority (39.00)** Board President Marvel recessed the SRVUSD meeting and opened the SRVUSD Joint Powers Financing Authority.
- 13.0 Agenda Approval (39.13)** On a motion by Ken Mintz seconded by Rachel Hurd, the agenda was approved. (5/0)
- 13.1 Approval of Consent Agenda (39.22)** On a motion by Rachel Hurd seconded by Mark Jewett, the consent agenda was approved. (5/0)
- 14.0 Consent Items**
- 14.1 Confirmation of Officers of the San Ramon Valley Unified School District Joint Powers Financing Authority
 - 14.2 Consideration of Acceptance of the Annual Financial Report of the San Ramon Valley Unified School District Joint Powers Financing Authority, for the period Ending June 30 2019

- 15.0 Public Comment** There was no public comment
- 16.0 Adjourn Meeting of the San Ramon Valley Unified School District Joint Powers Financing Authority / Reconvene to the San Ramon Valley Unified School District Board of Education (40.13)** Board President Marvel adjourned the meeting of the San Ramon Valley Unified School District Joint Powers Financing Authority and reconvened the San Ramon Valley Unified School District meeting.
- 17.0 Administrative Matters**
- Board Member's Reports (40.25)** Board members shared their reports and comments, noting attendance at the following:
Board Member Hurd participated in an on-line training for District staff.
Board Member Mintz
Board Secretary Ordway
Board Vice President Jewett
Board President Marvel
- Superintendent's Report (51.10)** Superintendent Schmitt thanked everyone for their patience as we transition to remote learning
- Adjourned** The meeting adjourned at 8:03pm.

BOARD OF EDUCATION MEETING - SPECIAL
March 27, 2020
MINUTES

- 1.0 Call to Order** The Board of Education held a special closed session meeting via teleconference. The meeting was called to order at 7:31AM. Due to the Coronavirus restrictions, board members participated via teleconference from their homes.
- 2.0 Attendance** Board Members Present: Board President Greg Marvel, Board Vice President Mark Jewett, Board Clerk Susanna Ordway, Board Members Ken Mintz and Rachel Hurd.
- Administrators Present: Superintendent Rick Schmitt, Chief Business Officer Greg Medici, Assistant Superintendents Keith Rogenski and Christine Huajardo, Executive Director Danny Hillman and Director Chris George.
- 3.0 Acceptance of Closed Session Agenda and Public Comment** The closed session agenda was accepted and opened for public comment. There was no public comment.
- 4.0 Closed Session**
- Adjourned** 8:35AM

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: April 3, 2020

TOPIC: APPROVAL OF SERVICES AGREEMENT CONTRACT WITH
LEADERSHIP ASSOCIATES TO CONDUCT A SUPERINTENDENT
SEARCH

DISCUSSION: With the announcement of Superintendent Schmitt's retirement, the Board is faced with the task of securing a new superintendent, hopefully by July 1, 2020.

The Board has utilized the services of Leadership Associates in the past. Enclosed is a proposed contract from Leadership Associates for the Board's consideration.

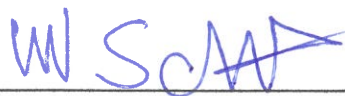
Leadership Associates will provide the following services to the district:

1. Assist in the development of a personal and professional profile for the new superintendent that includes input from staff, parents, business community, and local government leaders.
2. Recruit candidates who closely match the development profile.
3. Conduct in-depth reference checks on the applicants
4. Work closely with the Board throughout the search process including assisting with contract parameters.

In addition, Leadership Associates will arrange for advertising, accept all applications on behalf of the district, gather community input and provide a written report, assist in the development of interview questions, and act as advisor to the Board.

RECOMMENDATION: No staff recommendation

BUDGET IMPLICATIONS: The total fee for the superintendent search is \$32,500.



Rick Schmitt
Superintendent

Item Number

10.1

LEADERSHIP ASSOCIATES SERVICES AGREEMENT

LEADERSHIP ASSOCIATES
www.leadershipassociates.org
3905 State Street #7-407
Santa Barbara, CA 93105
(805) 364-2775

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this **5th day of March, 2020** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT** hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will conduct a Superintendent search, as delineated in the attached Summary of Services

The District agrees to pay the Contractor **THIRTY-TWO THOUSAND, FIVE HUNDRED DOLLARS (\$32,500)** for services provided. Payment is to take place in two increments: **(1) \$16,250** upon completion of stakeholder input, and **(2), \$16,250** upon selection of a finalist. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice. An additional amount not to exceed \$3,000 will be charged for consultant travel reimbursement.

Remittance payable/forwarded to: Leadership Associates
Attn: Linda Hunt
50-855 Washington Street #C-205
La Quinta, CA 92253

The Contractor is to perform the above services beginning March 24, 2020.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:
LEADERSHIP ASSOCIATES
Taxpayer ID#: 68-0383653

DISTRICT:
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

By: Dennis Smith

By: _____

Name: Dennis Smith, Ed.D.,

Name: _____

Title: Lead Consultant

Title: _____

Date: March 5, 2020

Date: _____

SUMMARY OF SERVICES

San Ramon Valley Unified School District Superintendent Search 2020

**I. TOTAL FEE TO CONDUCT SEARCH: * \$32,500
(plus not to exceed \$3,000 reimbursement for consultant travel expenses)**

*This fee includes:

- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications)
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report, including online survey
- Coordination of logistics of the search:
 - scheduling appointments
 - notification of unsuccessful candidates
 - scheduling community visit
- Assisting in the development of interview questions and supporting the Board with the interview process
- Assisting the Board's administrative assistant throughout the process with templates, checklists, online posting updates and sample agenda language
- Acting as an advisor to the Board of Education
- Assisting the new superintendent and Board through transition and community verification process, if conducted

II. GUARANTEE

Should the new superintendent leave within one year, Leadership Associates will conduct a new search at no cost except for travel and advertising expenses, provided the Board majority remains the same.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: April 3, 2020

TOPIC: CONSULTATION, REVIEW, AND RECOMMENDATIONS FOR
DISTRICT'S CORONAVIRUS RESPONSE

DISCUSSION: On Friday, March 13, 2020, the San Ramon Valley Unified School District Board of Education took action to postpone classes and student activities between Monday, March 16, 2020 and Friday, April 1, 2020. Spring Break; April 6 through April 10, 2020 would continue as planned.

In accordance with the revised "Stay-at-Home Order" issued by the Contra Costa County Health Officer, which extends a previous stay-at-home order through May, 3, 2020 and in the interest of public health and safety, and the safety of our students and community; it is necessary that the Board of Education continue to declare a State of Emergency for San Ramon Valley Unified School District and take action to continue to not be physically present on campus and continue remote instruction and learning through our Remote Learning Plan from Monday, April 13, 2020 through Friday, May 1, 2020. District staff is working with California and Bay Area public health agencies, the California Department of Education and the Governor's Office of Emergency Services in order to confirm plans for the remainder of the 2019-20 school year, May 4 through May 29, 2020.

RECOMMENDATION: Staff recommends the Board continue remote learning and postpone any physically present student activities from Monday, April 13, 2020 through Friday, May 1, 2020.

BUDGET IMPLICATIONS: None



Rick Schmitt
Superintendent

10.2

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: April 3, 2020

TOPIC: SUPERINTENDENT SEARCH

DISCUSSION:

The Board will discuss the process for the Superintendent search.

- a) Overview of search process
- b) Board/search firm protocols during the search
- c) Timeline for search
- d) Board input regarding desired qualities and characteristics of new Superintendent
- e) Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults
- f) Discussion of online survey

RECOMMENDATION: No staff recommendation

BUDGET IMPLICATIONS: None



Rick Schmitt
Superintendent

Item Number

11.1