

## BOARD OF TRUSTEES MEETING AGENDA

December 11,, 2018

**Meeting Time:** 6:30 PM – 8:30PM **Location:** 350 Seneca Ave., San Francisco, CA 94112

**This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.**

### MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

### SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Leadership High School at 350 Seneca Avenue, San Francisco, CA, telephone 415 – 841 – 8910.

### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact Leadership High School at 350 Seneca Avenue, San Francisco, CA, telephone 415 – 841 – 8910.

### INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Leadership High School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 350 Seneca Ave.

**I. PRELIMINARY - 5 minutes**

A. CALL TO ORDER

Meeting was called to order by Board Chair at \_\_\_\_\_.

B. INTRODUCTIONS

C. ROLL CALL

Board Member	Present	Absent
Adria Schulman-Eyink		
Beth Silbergeld, Principal		
Daniel Reyes		
Emily Raskin		
Greg Bybee		
Jack Lynch		
Kishan Madamala		
Lajuanda Asemota		
Lesley Martin		
Ruwan Gunalitake		
Seth Greenberg		
Stefan Montouth		
Tiffany Black		
Kyle Magallanes Castillo, LHS Alumni Representative		
Amanda Levin, LHS Teacher Representative		
Karen Faciane, LHS Parent Representative		
Joanna Flores, LHS Student Representative		

**II. PUBLIC COMMUNICATIONS - 1 minute**

- A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

**III. CONSENT CALENDAR - 1 minute**

- A. Approval of Minutes: October 2, 2018

**IV. REPORTS**

- A. School Stories - 10 minutes  
B. Principal's Report - 10 minutes  
C. Upcoming at LHS - 2 minutes  
D. Finance Update - 10 minutes  
E. Committee Reports - 40 minutes  
    a. Executive Committee - 5 minutes  
    b. Fundraising - 10 minutes  
    c. Student Achievement - 5 minutes  
    d. Board Development - 5 minutes  
    e. Marketing - 15 minutes

**V. OLD BUSINESS - 5 minutes**

- A. WASC Update (5 minutes)

**VI. NEW BUSINESS - 20 minutes**

- A. Teacher Salary Schedule for 2019-20 (10 minutes)  
B. Audit Approval (10 minutes)

**VII. CLOSING THOUGHTS AND PROCESS CHECK - 5 minutes**

**VIII. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

**BOARD OF TRUSTEES MEETING  
MINUTES**

December 11,, 2018

**Meeting Time:** 6:30 PM – 8:30PM

**Location:** 350 Seneca Ave., San Francisco, CA 94112

**I. PRELIMINARY - 5 minutes**

A. CALL TO ORDER

Meeting was called to order by Board Chair at \_\_\_\_\_.

B. INTRODUCTIONS

C. ROLL CALL

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Adria Schulman-Eyink		X
Beth Silbergeld, Principal	X	
Daniel Reyes	X	
Emily Raskin	X	
Greg Bybee	X	
Jack Lynch	X	
Kishan Madamala	X	
Lajuanda Asemota	X	
Lesley Martin	X	
Ruwan Gunalitake	X	
Seth Greenberg	X	
Stefan Montouth	X	
Tiffany Black	X	
Kyle Magallanes Castillo, LHS Alumni Representative	X	
Amanda Levin, LHS Teacher Representative	X	
Karen Faciane , LHS Parent Representative		X

Joanna Flores, LHS Student Representative		X
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**Guests**

Corinne Benson  
Kelly Ellis  
Michael Lee

**II. PUBLIC COMMUNICATIONS - 1 minute**

- A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No public comment

**III. CONSENT CALENDAR - 1 minute**

- A. Approval of Minutes: October 2, 2018

Motion to approve by Lajaunda, Tiffany seconded

**IV. REPORTS**

- A. School Stories - 10 minutes

Amanda discussed how her government class is preparing for end of semester tests and projects including the interest in learning about governments around the world.

- B. Principal's Report - 10 minutes

There will be a regular reporting template that Beth will update for each meeting. Some of the information will come from disparate places - academic achievement, school climate and culture, and student engagement.

The number of students who met or exceeded expectations increased slightly for math but decreased for English. The board discussed the possibility of "radical tactics" to improve math scores.

The school has had high grade point averages for Q1. The board asked a question about comparing GPAs to the same quarter for the previous year and the same class in the previous year. This principal and board chair clarified that the "quarter" system was new for this year but the school will begin tracking this data on a

quarterly basis.

The board discussed college attendance rates and what is used in marketing materials. The board asked questions around:

- Clarifying the application and acceptance rates overall
- Clarifying the application and acceptance rates for specific institutions
- Clarifying the total number of students who were accepted to schools in general.

The principal will follow-up. The board suggested that if the presentation is a Google Slides doc, we could comment live in the meeting.

For student engagement, the principal described the range of extra curricular activities that students are involved in.

Since adopting the restorative justice program, the school culture has improved. There have been 10 suspensions so far this year. The board asked for historical data on suspensions including what they were before and after the implementation of the restorative justice program. There is specific interest in the stories that describe how school culture has improved

C. Upcoming at LHS - 2 minutes

- This friday we have our staff/faculty holiday party from 5-7pm.
- On 12/18 there is a teacher appreciation breakfast
- On 1/15 is next board meeting
- On 1/25 is the Senior portfolio day

D. Finance Update - 10 minutes

Budget update and variances - Edtec noted that we had a \$50,000 increase over budgeted operating income. In terms of budget variances, there was a single revenue variance and a few expense variances over \$5,000. Regarding the instructional minutes penalty, there was an update that the maximum penalty for the year is expected to be \$50,000 and thus the budgeted expense was reduced. At this point, the most likely scenario is that the \$50,000 payment will be made over 8 years and be taken out of the LCFF.

Attendance has been higher than expected thus far this year.

E. Committee Reports - 40 minutes

- a. Executive Committee - 5 minutes

We all now have Leadership High School email addresses. We will be

transitioning away from Basecamp. There will be folders on Google Drive for all shared documents.

b. Fundraising - 10 minutes

LHS raised \$1,875 on Giving Tuesday and almost all were new donors, which was the first time. It was encouraged that everyone sets up their Network For Good pages. There are a series of newsletters that are going out throughout the year for updates and fundraising purposes.

c. Student Achievement - 5 minutes

The Student Achievement committee affirmed its goals were to help hold accountable the school to its academic mission.

d. Board Development - 5 minutes

The board development committee has a number of upcoming events. The committee is also thinking about the skill sets on the board. The board had a discussion on learning topics for the board. A question was asked about the timeline for board recruitment

e. Marketing - 15 minutes

The marketing committee discussed the range of strategies and tactics they are developing over the course of the year. A suggestion was brought up to create invitations to school events for key external stakeholders and figure out a strategy for Mayor Breed's education advisor.

**V. OLD BUSINESS** - 5 minutes

A. WASC Update (5 minutes)

WASC report will get submitted in late December. There are two people that will be part of the visiting committee. It was discussed that the hope is for a 3-year approval.

**VI. NEW BUSINESS** - 20 minutes

A. Teacher Salary Schedule for 2019-20 (10 minutes)

The board discussed a draft of the teacher salary schedule with the ultimate goal of finalizing by March including review of a comparison of LHS increases vs. SFUSD at large. The board asked a question of whether we've lost teachers to SFUSD for salary reasons. The board discussed how certain information could be used in marketing materials.

B. Audit Approval (10 minutes)

There were no notable audit findings. There was a question about what fund balance we are trying to maintain and it was noted we are above benchmarks. Motion to approve by Ruwan and seconded by Lajuanda. All in favor.

**VII. CLOSING THOUGHTS AND PROCESS CHECK - 5 minutes**

We heard from everyone and there was lots of excitement.

**VIII. ADJOURNMENT**

The meeting was adjourned at 8:48pm.