

**BOARD OF TRUSTEES MEETING  
AGENDA**

March 12, 2019

**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. ROLL CALL**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
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		
TBD, LHS Student Representative		

**II. PUBLIC COMMUNICATIONS - 3 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: January 15, 2019

**IV. REPORTS - 50 minutes**

- A. School Stories - 20 minutes
- B. Principal's Report - 15 minutes
- C. Upcoming at LHS - 2 minutes
- D. Finance Update - 10 minutes
- E. Committee Reports - 30 minutes
  - a. Executive Committee - 5 minutes
  - b. Student Achievement - 10 minutes
  - c. Fundraising - 10 minutes
  - d. Board Development - 5 minutes
  - e. Marketing - 5 minutes

**V. OLD BUSINESS - 15 minutes**

- A. Teacher Salary Schedule for 2019-20 (15 minutes)

**VI. NEW BUSINESS - 5 minutes**

- A. Approval of Auditor Contract

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

**VIII. ADJOURNMENT**

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

**BOARD OF TRUSTEES MEETING  
MINUTES**

March 12, 2019

**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 6:30.

**B. 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	
TBD, LHS Student Representative		

## II. PUBLIC COMMUNICATIONS - 3 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: January 15, 2019

Lajuanda moves to approve minutes, Adria seconds. Motion to approved the minutes is carried.

## IV. REPORTS - 50 minutes

- A. School Stories - 20 minutes

Jack & Tiffany participated in Senior Portfolio presentations. Kyle will share what's going on the alumni world.

Jack - Learned that senior portfolios is a leadership tradition. It's a good reminder as board members to participate in school functions. Araceli's presentation was great. Reminder of what some of the student's life is like (i.e. taking care of siblings). Students presented a lot of emotional intelligence. Students were very supportive of each other.

Kyle - As of January, a new LHS alumni network has been launched, covering HS alumni. Emma Sisek (sp?) is the point person. They're working on a logo and a social media presence. A mixer was organized, and there are hopes to make it an annual event. There were 65-70 people in attendance. The goal is to create connections between alumni and current students and they eventually want to do an alumni day or alumni panel. But they recognize that more events require resources. Asking board to ask about the value of an alumni network for a place like LHS. Other ideas include putting together a senior scholarship, and doing a tree planting ceremony to honor those who have passed on. Please email Kyle if there is any best practices on running an alumni organization.

- B. Principal's Report - 15 minutes

SBAC takes place in April. Done with second round of MAPP testing (used to show growth) in Math and English. Achievement committee will present an analysis. Math tutoring is still taking place and more students are opting in to participate now that there is publicity around it. No changes to GPA report and the college acceptance report. Student engagement - we have 309

students on our roster. We have spring baseball and flag-football. Unfortunately there wasn't enough for track. As of today we have 245 applicants (online and on paper). We'll get our results from the Healthy Kids survey soon. We have 24 suspensions including 1 this month. They are up. In-house suspension is harder to use because of capacity.

WASC Update - visit went really well. Now we just wait from the WASC accreditation board. They'll let us know if we're back on schedule. Part of the report included the many things that LHS does that is unusual, and it was great to have that be a part of the visiting committee's report.

C. Upcoming at LHS - 2 minutes

Will share the baseball and flag football schedule  
May 17 - Senior Exhibition  
May 18 - Freshman Orientation  
Next week is Week Without Walls  
June 8 - Graduation

D. Finance Update - 10 minutes

\$7K decrease over projected operating income. Projecting \$5K for end of the year. We're seeing \$73K less in revenue because of ADA (poor attendance in January, below 92%). Our unduplicated count is higher than SFUSD, but we only get a percentage of funds. Increase in expenses for student information system, including an online application form. We're still going to end the year with strong cash (including the money we'll get after the school year ends). The penalty for instructional minutes was reduced - now it's \$300K. Considering how to account for the \$100K (revenue or liability). Not in as strong of financial position, mostly due to attendance.

E. Committee Reports - 30 minutes

a. Executive Committee - 5 minutes

We're testing the idea of having folks call into the meeting when people aren't able to attend (Tiffany is online now). Remote sites are difficult, particularly for voting. So someone can technically attend the meeting remotely, but they cannot vote.

b. Student Achievement - 10 minutes

MAP Report - MAP assessments is a service LHS purchases from NWEA. We focus on Math and Reading. It's an adaptive test and aligned with the common core. We use MAP because we can better reflect student growth, and it's useful for WASC. Also useful for instruction. Results are showing a clear growth, compared to the national average (although it's from 2015). We're closing the gap. Two-thirds of Algebra 1 & Geometry students showed growth. Also shows that students are on different levels in the same class.

Next steps - another assessment in the spring (will do analysis on this). Committee will work with department heads.

c. Fundraising - 10 minutes

We are up to \$72K in board fundraising (96% towards our board goal. 72% towards our stretch goal of \$100K). Six of eleven board members have given. Reminder, the deadline May 31, 2019. We're continuing to send out our newsletters. Our April newsletter will highlight Week Without Walls, and our June newsletter will highlight graduation. Discussion around continuing to engage repeat donors. Idea of mentorship and volunteering opportunities - can subsequently put in stewardship newsletters.

d. Board Development - 5 minutes

We are officially in recruiting season. Our board bylaws allow 20 board members, including 5 fixed roles. We currently have 18 members and there are 2 board seats available. Let the board development team know if you're service is ending. The committee will present 4 nominees to the board and the board will select. Board match was rescheduled to May 8th so it pushed our timeline. We're looking at a more referral-based approach. A job description is going to be updated (feel free to share it with networks). Attributes we hope to get are people with law, charter school, nonprofit, and administrative experience.

e. Marketing - 5 minutes

Monthly check-ins with Corinne. Working on teacher job descriptions and the website. Also thinking about how to support the pipeline of middle school students, via 8th grade counselors. We're going to do an event around Senior Exhibition day, which will include a student panel and speed-dating to learn about the school and the student experience. Could be another way to recruit teachers as well.

**V. OLD BUSINESS** - 15 minutes

A. Teacher Salary Schedule for 2019-20 (15 minutes)

Takeaways from Lesley's one-one one discussions with the board: Everyone agrees that teachers should be paid more, but shouldn't require reserve spending. What other incentives can we provide. We need a long term plan. Leadership is a private sized school with public funding.

Proposal on table is for a 4.5% increase. Without one-time funds, we would dip into reserves, but not an insignificant amount. But if we received one-time funds, we would have a positive operating income. Average one-time funds we have received is \$65K but we have had years where we received zero. We're not voting on a 2.5% increase in salary for other staff, but we're considering this as an assumption for budgeting purposes. We're predicting to use 4 teachers this year.

Seth moves to approve the proposal of a 4.5% teacher salary increase. Ruwan seconds. The proposal of a 4.5% increase is approved.

Putting together a monthly Strategic Task Force through August with volunteers.

**VI. NEW BUSINESS - 5 minutes**

A. Approval of Auditor Contract

We have an RFP from the audit firm, Score Millner we've been working with. We have to send to SFUSD. They're a good audit firm, commit working at all hours. They cost around

Adria moves to approve the auditor contract for Score Millner for the next three years. Lajuanda seconds. The Score Millner auditor contract is approved.

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

**VIII. ADJOURNMENT**

The meeting was adjourned at 8:43pm.

Lesley moves to adjourn. Lajuanda seconds.