

BOLINAS-STINSON UNION SCHOOL DISTRICT

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Board of Trustees

Nathan Siedman, President

Jennie Pfeiffer, Clerk

Arianne Dar

Steve Marcotte

Cyrus Harmon

WORKING MINUTES

Special Working Retreat of the Board of Trustees

Monday February 2, 2015

9:00 a.m. to 1:30 p.m.

at the Bolinas Fire Department Meeting Room

100 Mesa Road, Bolinas, CA 94924

Superintendent

John Carroll

Principal

Jason Richardson

Call meeting to order

The meeting was called to order at 9:17

All Board members were present. Superintendent Carroll and Principal Richardson were also present.

Jeff Clapp was in the audience.

Approval of agenda

M/S/C by Dar/ Harmon/ Unanimous

Public comments

None

Agenda

Key “deliverables” for the day.

- *A statement of norms for the Governance Team*
- *A document defining the districts values, vision and mission*
- *An agreement on next steps regarding strategic plan development*

9:00 Warm up and a word about protocols- John

Superintendent Carroll shared a power point presentation regarding three deliverables (see above) and led those present in an exercise

9:15 Norms Process- John

Typical Norms as per Supt. Carroll’s Power Point presentation

- *Assume positive intent*
- *Start on time*
- *Efficient use of time; be succinct*
- *Be true to your own beliefs*
- *Be respectful*

Meeting members made the following comments:

- *Transparency – don’t spring things on people- no surprises – Better communications*
- *Inter Board communication; Be direct*
- *Disclose intent prior to action*
- *Full and timely disclosure*
- *Disclose information as soon as possible; provide information as far in advance as possible*
- *Respectful tone of voice and body language; be respectful to each other and the public*
- *Actions of the Board are implied as a mirror of the District*
- *Assume a model role*
- *Set the example*
- *Open communication*

- *Keep an open mind (for differing opinions)*

Common goal: what is best for the children of the District?

Remember: we are all working for the benefit of the children of the District

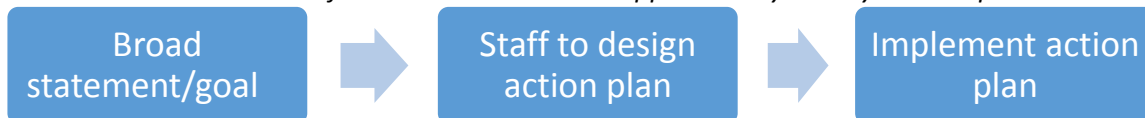
President Siedman's three points for Board norms:

- *Start on time*
- *Be succinct*
- *Be respectful*

Action at next meeting Regular Board meeting on 2/10/2015) to approve Norms

9:45 Facilitated Discussion *Board calibration on essential values*

Board should not influence or decide what happens in day- to day school operations



School and District Goals

1. *How to achieve*
2. *Values and Objectives*

Discussion with Staff, Parents, Board, etc.

Checks and Balances

The Board requested of Administration to Inform them of all changes "There is a problem; we would like to make this changes and this is the why and how"

10:15 Report from Jason (and John)/ overview of district work.

Principal Richardson's report

https://www.dropbox.com/s/w8b1pc1kbjtx7a/2-2-15%20Retreat_principals%20report.pdf?dl=0

Does our philosophy match with what is being taught to students?

How do students spend their time?

Master Schedule is under review

A report compiled by Principal Richardson was shared and included this information:

Do the following facts match our mission?

Grade 8

2 hours per day in core subjects (math, English, science, history) = 50% of instruction in these subjects

The other 50% is spent in PE, Enrichment (music & Art), electives, technology, assemblies, and transitions

Intermediate Grades

75% of each day is committed to core academics

Comment by Principal Richardson: BSUSD offers more art/music than any district where I have worked

Response from Trustee Pfeiffer: This was mandated by our community; the school should be integrating core subjects with art and music

Question from Trustee Marcotte: Why does core subject instruction time decrease in Middle school?

Response from Principal Richardson: Elective program, LifeSkills, Study Hall. Current Electives include: Congas, theater, Music related class, journalism, Spanish, AV, and PE related class

Time has been shaved from regular art and music to accommodate counsel

Comments from Principal Richardson:

The district is above in the mandated times for PE and in instructional minutes

Based on instructional minutes NOT days of instruction

Travel time for K-2 factors in their day

He would like to plan more time for collaboration EXAMPLE: every week add 5-10 minutes on the other 4 days; use

Thursday curriculum articulation days for staff development

Measurement tools

- *Need refinement*
- *Does not reflect our school*

Scheduling issues

- *What do we value as a staff?*
- *No consensus*
- *Within each discipline, each staff wants more time*
- *Refine how we spend our time IF this is what we want*

Program Improvement

- *Staff and Board were not aware of District status in PI*
- *District was below state standards for two years; info was noted in the SARC (School Accountability Report Card)*

Mandated steps the district needs to take:

- *Inform community*
- *Allocate Title 1 funds to improve*
Difficult to get out of PI because the standards continue to rise
No planned assessments to get out of PI status
 1. *Level of awareness (PI)*
 2. *Staff attention*
 3. *Re-build trust*

Trustee Pfeiffer requested past STAR test presentations (Gretchen Muller) be reviewed

Attendance

Attendance of 97% is acceptable

Attendance of 93% or below needs to be addressed

Principal Richardson asked the Board their opinions on the district sending out truancy letters

Meeting attendee's thoughts on Principal Richardson's report:

- *Devote more time to how our students*
Process information
Participate in deep thinking
- *needs to look at truanancies further; with a bus service, tardiness should not be happening*
- *we should not have any students that are not at grade level*
- *Student performance needs to be looked at; under-performing students; HS math scores are troubling*
- *Would block scheduling help*
- *What measurement tools do we have?*
- *OK with truant letters*
- *Do we need to change our math program to align with Tam Expectations?*
- *We have a problem with math; we should cut other programs to make more time for math instruction*
- *There is wasted time in MS (advisory, study hall)*
- *Feels that the statistics are skewing the data regarding assessments (classes of ten students or less do not get counted in STAR Assessments)*
- *Integrated + key word to help kids learn; what might work for one student may not work for another*
- *What is being taught in the enrichment classes to enforce core subjects; we are small enough to work together as a staff to enlarge learning*
- *Testing data should be released as soon as possible so that teachers can ready themselves for their incoming students AND Students can work on weak subjects over the summer*
- *A trustee related a comment made by a staff member regarding the need for blended classrooms due to small class sizes; would make for a better richer classroom experience.*
EXAMPLE: Combine classes to make a Math teacher

- Teachers do not have time to devote to each of their classes = hire a full time math instructor for MS and all grades; should be a certificated staff not an art shop teacher who integrates math
- NO Mixed grades
- Math needs to be addressed and treated as a priority or emergency

11:00 Facilitated Discussion: Do our current practices and outcomes reflect our priorities?

Mission statement- should it be changed, modified

The Board and Superintendent offered the following thoughts:

- The Mission statement should be used as a benchmark; a broad goal
- The mission statement is not a guiding statement
- Priorities
- Needs to be more concrete
- Review the Strategic Plan then see if the mission statement fits

Mission statement revision

The Board made the following comments:

- What are individual trustee ideas on what kind of school we envision?
- Keep mission statement as it is
- Use as a guide/or marketing piece = which one do we want to optimize; what is the priority?
- If we change the Mission statement, the community would need to be involved

STAFF planning in March

Items to be reviewed: A Math Specialist to oversee all math articulation (K-8) and would teach middle school math. Don & Willow would teach Science, English and History with math integration

Comments:

1. Can anything be done for the remainder of the school year; a temporary placement may help fill in the holes?
2. Reluctant to bring in a new person; feels we can utilize existing staff
3. A single subject math teacher is what is needed

12:00 LUNCH (no work during lunch!)

Trustee Marcotte was called away at 12:10

12:45 Brief discussion about a key value: Do you believe all students can learn at high levels? This theme will be on-going into the future.

1. Not sure if that is true
2. Not all kids learn in the same way
3. Shift curve so that the majority of students can advance; individualized learning; higher level; always room for improvement
4. Feels that a math Specialist in the MS may not work with the existing teacher dynamics
5. It would be difficult to negotiate with CTA to hire a math instructor
6. It should be our priority to better our math instruction
7. Redistribute existing staff to fill the need
8. Hire new teacher (math); deal with lay-offs when/if the need arises

1:00: Other items of interest to board members/ next steps for strategic planning Discussed additional time before 2/10/2015 board meeting to continue discussion

Open 4:30 to 5:30- strategic plan & math discussion

Closed 5:30 to 6:00

Open 6:00 add math as action item

M/S/C Siedman/Harmon/Unanimous

The meeting was adjourned at 1:05

<https://www.dropbox.com/s/i62rajrd10sdjei/12.4%20strategic%20plan.pdf?dl=0>

Adjournment

The next regular meeting of the Board of Trustees will be on February 10, 2015

