

ALBANY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

*The mission of Albany Unified School District is to provide excellent public education that empowers all to achieve their fullest potential as productive citizens. AUSD is committed to creating comprehensive learning opportunities in a safe, supportive, and collaborative environment, addressing the individual needs of each student.*

**SPECIAL MEETING**

**ALBANY UNIFIED SCHOOL DISTRICT**

1051 Monroe Street  
Albany, CA 94706

**THURSDAY**

February 16, 2012

**A G E N D A**

<b><u>Meeting Norms</u></b>	<p><b>I. <u>OPEN SESSION</u> <span style="float: right;"><u>6:00 p.m.</u></span></b> (5 mins.)</p> <p style="padding-left: 40px;">A) Call to Order B) Roll Call C) Pledge of Allegiance D) Approval of Agenda</p> <p><b>II. <u>SUPERINTENDENT'S EVALUATION</u> <span style="float: right;"><u>6:05 p.m.</u></span></b> (40 mins.)-----<span style="float: right;">(pg. 2)</span></p> <p style="padding-left: 40px;">A) Goals</p> <p><b>III. <u>REVIEW AND ACTION ITEMS</u> <span style="float: right;"><u>6:45 p.m.</u></span></b> (Members of the public will have the opportunity to speak on all issues.) (5 mins.)-----<span style="float: right;">(pg. 9)</span></p> <p style="padding-left: 40px;">A) Approve Calendar for the 2012-13 School Year</p> <p><b>IV. <u>PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA</u> <span style="float: right;"><u>6:50 p.m.</u></span></b> (5 mins.) <i>Board practice limits each speaker to no more than three (3) minutes. The Brown Act limits Board ability to discuss or act on items which are not on the agenda; therefore, such items may be referred to staff for comment or for consideration on a future agenda.</i></p> <p><b>V. <u>BOARD AND SUPERINTENDENT COMMENTS</u> <span style="float: right;"><u>6:55 p.m.</u></span></b> (5 mins.)</p> <p><b>IV. <u>ADJOURNMENT</u></b></p>
<p>1. Maintain a focus on what is best for our students.</p> <p>2. Show respect (never dismiss/devalue others).</p> <p>3. Be willing to compromise.</p> <p>4. Disagree (if necessary) agreeably.</p> <p>5. Make a commitment to effective deliberation, each one listening with an open mind while others are allowed to express their points of view.</p> <p>6. Participate by building on the thoughts of a fellow Board member.</p> <p>7. Make a commitment to open communication and honesty; no surprises.</p> <p>8. Commit the time necessary to govern effectively.</p> <p>9. Be collaborative.</p> <p>10. Maintain confidentiality (which leads to the building of trust).</p> <p>11. Look upon history as lessons learned; focus on the present and the future.</p>	

The Board of Education meeting packet is available for public inspection at: 1) Albany City Hall, 1000 San Pablo Avenue; 2) Albany Public Library, 1247 Marin Avenue; 3) Albany Unified School District, 1051 Monroe Street; and is available on the Albany Unified School District web site: [www.ausdk12.org](http://www.ausdk12.org).

If you provide your name and/or address when speaking before the Board of Education, it may become a part of the official public record and the official minutes will be published on the Internet. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Superintendent's Office at 510-558-3766. Notification must be give forty-eight (48) hours prior to the meeting to make reasonable arrangements for accessibility (28 CFR 35.102.104 ADA Title II).

## 2011-12 Superintendent Goals

	PLAN	GOAL	ACTION	Rationale	METRIC
COMMUNITY	S3.G3	Improve Communication Protocols	Quarterly newsletters from Superintendent to community. Newsletters translated into Spanish, Korean and Mandarin. Hard copy newsletters made available at UC Village, site offices, City library. Special efforts to be made to get as many families signed up for Aeries Parent Portal as possible so as to obtain more accurate information about who does not have access to the internet.	The community should be kept informed of important AUSD initiatives, student progress and activities. The District needs accurate information on the digital divide. Second language parents need to feel included in District activities through intentional outreach efforts.	Community Survey administered in May; results posted on web; data dashboard
OPERATIONAL LEADERSHIP	S2.G4	Improve student safety	Conduct seismic review of all sites. Present findings to BOE. Develop remediation/correction plan if indicated. Develop financing plan if indicated.	Two AUSD schools are on the AB 300 list –Category 2. The District will conduct a survey of all sites to determine their viability to withstand a major earthquake.	Seismic report to the Board February, 2012. Remediation Plan/Financing Plan is necessary.
CURRICULUM & INSTRUCTION	S1.G1	Improve opportunities for increasing student achievement	Deepen and refine essential standards in Language Arts and Math K-5. Fully develop essential standards in all content areas 6-8. Continue assessment development 9-12.	Essential standards establish instructional priorities. They are taught to mastery, not “covered”. They are the focus for constant assessment of student progress.	Publish essential standards 9-12. K-8 essential standards binder.
REFLECTION	S3.G1	Provide opportunities for staff to deepen content knowledge and instructional practices	Systemically infuse professional learning communities at each site and in district office. Use one model of PLC to develop common language and understanding. Create a schedule of PLC meetings. Monitor and assess. Focus PLC work on student learning.	Staff needs time to reflect on their practice and student learning. Professional learning Communities create an environment and structure to provide all staff the same opportunities learn and grow.	Logs, minutes and staff survey.
RELATIONSHIPS	S2.G4	Improve opportunities for increasing student well being	Vertically integrate positive climate measures into AUSD schools. Continue implementation of the “Best” Program into grades K-8. Introduce BEST curriculum into the preschool. Develop a cohort of staff at AHS and MacGregor to be trained in BEST for future implementation at the high schools.	Best is a positive behavior program that provides intervention techniques based on research in school discipline. The program addresses school wide, common areas, classroom, and individual student intervention.	Implement an annual survey that measures factors of safe schools and resiliency

## **Draft Superintendent Evaluation Timeline**

In subcommittee: Jonathan Knight and Patricia Low

Friday, February 3, 2012

### **February 2012**

(Note: The February events below are unique to the current cycle in keeping with the board's agreement to revise and improve the superintendent's 2011-12 evaluation instrument. In subsequent cycles, beginning with the 2012-13 cycle, the instrument and goals will be set in May.)

Approve revised/prioritized superintendent goals.

Approve draft instrument for superintendent evaluation. (Approved goals will then be plugged into instrument.)

### **April 2012**

(Note: Here begins the recurring 18-month superintendent evaluation cycle. It begins each April and ends 18 months later in October. Every cycle overlaps with the previous cycle by 6 months)

Progress report from the superintendent to board on strategic plan goals

- This would be in open session, as it is not specifically tied to the superintendent's evaluation.
- The progress report is the update on the strategic plan agreed to by the board on January 31 in lieu of a 'status report.'

### **May 2012**

Based on the progress report, the superintendent and board formulate 2012-13 goals and set the 2012-13 superintendent evaluation instrument (if all agree, this could be done in open session).

### **August 2012**

The superintendent will present a written self-evaluation to the board in closed session on 2011-12 goals. Note: The superintendent *may* wish to provide the written evaluation surveys in advance.

- The board will have an opportunity to ask clarifying questions.
- After the presentation, the board *may* meet alone in closed session to discuss their reactions to the superintendent's self-evaluation.

Each board member completes an evaluation of the superintendent.

- Note: This could be done at the closed session, or the board to adjourn and board members could conduct the evaluations on their own.

The board combines their individual evaluations into a single document.

- This could be done by the board president or a board sub-committee; or
- The board could meet as a committee of the whole to share their perspectives and develop the board evaluation collaboratively.

### **September 2012**

The board meets in closed session, without the superintendent, to review the draft composite document and reach agreement on the final evaluation.

- The board must reach collective judgment. The results should not be a merely a collection of individual comments.
- The board must decide to what extent minority opinions will be reflected in the final document.
- In some instances, the board or individual board members may identify talking points that they wish to share with the superintendent in closed session, which may or may not be reflected in the written evaluation.
- When the board has a final evaluation, the board members sign the evaluation.

The board provides the written evaluation to the superintendent at least seven days in advance of the closed session in which the document is to be finalized.

### **October 2012**

The board reviews the evaluation with the superintendent in closed session.

- The superintendent will have an opportunity to ask questions for clarification.
- The Superintendent may either:

request an additional closed session meeting to provide additional input; OR  
sign the instrument if no further discussion or input is desired.



# Albany Unified School District Board Governance Calendar 2011 - 12

Job Area	January	February	March	April	May	June
Effective Governance	Board Handbook Updates	Prioritize 2011-12 Sup. Goals	Board Meeting Calendar Approval	Governance Calendar Approval	Superintendent 2012-2013 Goals and Eval. Instrument	
Setting Direction/Strategic Plan	Board Goals	Board Goals	Strategic Planning Annual Meeting	Strategic Planning Annual Update Progress Report on Strategic Plan	Strategic Plan update and goal setting for 2012-13  Superintendent 2012-13 Goals	
Student Learning & Achievement	Wellness Report	Site Plan Update School Accountability Report Cards Special Education Report Quarterly Field Trip Report	School Calendar 2013-14 Adult School Update	Technology Plan Update	Superintendent/Board Site Visit Single School Plans	Quarterly Field Trip Report
Fiscal Stewardship	Accept Audit Report Consolidated App I	Approve Updated Developer Fee Study	2nd Interim	Budget Planning 12-13		Adopt Budget Consolidated App I
Facilities				Facilities Update		
Policy & Compliance	Williams Quarterly Form 700s CSBA Updates		Review Inter-district Transfers			Williams Quarterly
Advocacy						
Human Resources			Certificated Notices	Classified Notices	Employee Recognition	Declaration of Need Employee Recognition - Employee of the Year
Community Relations		Spotlight Pool Grand Opening	City Sustainability Committee Annual Report	Spotlight City Parks & Rec Bi-Annual Report	Spotlight Recognition Volunteers Recognition Staff Retirements/Years of Service	

FEB. 2012 DRAFT REVISION

## Albany Unified School District Board Governance Calendar 2011 – 12

Job Area	July	August	September	October	November	December
Effective Governance		Board Committee Updates	Board Self Evaluation Special Study Session	Superintendent Evaluation for 2010-11		CSBA Conference Board Reorganization
Setting Direction/Strategic Plan		Administrator Retreat			Spotlight Community Media Access Committee Report	Confirm Mission and Beliefs
Student Learning & Achievement		Summer School Update	Superintendent/ Board Site Visit  STAR Test Results		ELL Update Site Visit	Superintendent/ Board Site Visit
Fiscal Stewardship			Adopt Unaudited Actuals Report from Tax Assessor	Annual Accounting of Developer Fees		1 <sup>st</sup> Interim report
Facilities					Facilities Fee Update/review	
Policy & Compliance		CSBA Updates	SELPA Local Plan	Williams Quarterly Textbook Sufficiency		
Advocacy						
Human Resources		Employee Recognition – Maintenance & Facilities	BTSA Annual Update	Tenure –Prob I &II Decisions		
Community Relations Development of Key messages			Recognition AMF and SchoolCare	Spotlight City Parks and Rec Bi- annual Report		Spotlight Recognition AEF Livermore Berkeley National Laboratory Committee Report



Albany Unified School District Board Governance Calendar 2012 - 13 — Page 1 of 2

Job Area	July	August	September	October	November	December
Effective Governance		Board Committee Updates Superintendent Self-Eval. (2011-2012 goals)	Board Self Evaluation Special Study Session Draft Sup. Evaluation (2011-2012 goals)	Finalize Sup. Evaluation (2011-2012 goals)		CSBA Conference Board Reorganization
Setting Direction/Strategic Plan		Administrator Retreat			Spotlight Community Media Access Committee Report	Confirm Mission and Beliefs
Student Learning & Achievement		Summer School Update	Superintendent/ Board Site Visit  STAR Test Results		ELL Update Site Visit	Superintendent/ Board Site Visit
Fiscal Stewardship			Adopt Unaudited Actuals Report from Tax Assessor	Annual Accounting of Developer Fees		1 <sup>st</sup> Interim report
Facilities					Facilities Fee Update/ review	
Policy & Compliance		CSBA Updates	SELPA Local Plan	Williams Quarterly Textbook Sufficiency		
Advocacy						
Human Resources		Employee Recognition - Maintenance & Facilities	BTSA Annual Update	Tenure - Prob I & II Decisions		
Community Relations Development of Key messages			Recognition AMF and SchoolCare	Spotlight City Parks and Rec Bi- annual Report		Spotlight Recognition AEF Livermore Berkeley National Laboratory Committee Report

FEB 2012 DRAFT

Albany Unified School District Board Governance Calendar 2012 - 13 — Page 2 of 2



Job Area	January	February	March	April	May	June
Effective Governance	Board Handbook Updates		Board Meeting Calendar Approval	Governance Calendar Approval	Superintendent 2013-2014 Goals and Eval. Instrument	
Setting Direction/Strategic Plan	Board Goals	Board Goals	Strategic Planning Annual Meeting	Strategic Planning Annual Update Progress Report on Strategic Plan	Strategic Plan update and goal setting for 2013-14 Superintendent 2013-14 Goals	
Student Learning & Achievement	Wellness Report	Site Plan Update School Accountability Report Cards Special Education Report Quarterly Field Trip Report	School Calendar 2014-15 Adult School Update	Technology Plan Update	Superintendent/ Board Site Visit Single School Plans	Quarterly Field Trip Report
Fiscal Stewardship	Accept Audit Report Consolidated App II	Approve Updated Developer Fee Study	2 <sup>nd</sup> Interim	Budget Planning 13-14		Adopt Budget Consolidated App I
Facilities				Facilities Update		
Policy & Compliance	Williams Quarterly Form 700s CSBA Updates		Review Inter-district Transfers			Williams Quarterly
Advocacy						
Human Resources			Certificated Notices	Classified Notices	Employee Recognition	Declaration of Need Employee Recognition - Employee of the Year
Community Relations		Spotlight Pool Grand Opening	City Sustainability Committee Annual Report	Spotlight City Parks & Rec Bi-Annual Report	Spotlight Recognition Volunteers Recognition Staff Retirements/Years of Service	

FEB. 2012 DRAFT



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Special Meeting of February 16, 2012**

**ITEM: APPROVE CALENDAR  
FOR THE FOR THE 2012-13 SCHOOL YEAR**

**PREPARED BY: Marla Stephenson, Superintendent**

**TYPE OF ITEM: REVIEW & ACTION**

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**BACKGROUND INFORMATION:**

The 2012-2013 school calendar is negotiated by the Albany Teachers Association and the District. The calendar contains 180 student instructional days and four professional development (non-student) days for teachers.

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**FINANCIAL INFORMATION:**

**NONE.**

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**RECOMMENDATION: Approve the Calendar for the 2012-13 School Year.**

## ALBANY UNIFIED SCHOOL DISTRICT CALENDAR 2012-2013

MONTH	M	T	W	TH	F	Student Days in the Month	Comments
AUG			1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31	3	Aug 27,28 Staff Dev, Aug 29 First Day
SEPT	3	4	5	6	7		Sept 3 Labor Day
	10	11	12	13	14		
	17	18	19	20	21	19	
	24	25	26	27	28		
OCT	1	2	3	4	5		
	8	9	10	11	12		Oct 12 Staff Development
	15	16	17	18	19		
	22	23	24	25	26	22	
	29	30	31				
NOV				1	2		
	5	6	7	8	9		
	12	13	14	15	16		Nov 11 Veterans' Day
	19	20	21	22	23	19	Nov 22, 23 Thanksgiving Holidays
	26	27	28	29	30		
DEC	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28	15	Dec 24-Jan 4 Winter Break
	31						
JAN		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25	18	Jan 21 MLK, Jr Day
	28	29	30	31			
FEB					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22	15	Feb 18-22 Mid-Winter Break
	25	26	27	28			
MAR					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22	20	March 22 Staff Development
	25	26	27	28	29		
APR	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19	17	April 15-19 Spring Break
	22	23	24	25	26		
	29	30					
MAY			1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24	22	
	27	28	29	30	31		May 27 Memorial Day
JUN	3	4	5	6	7		
	10	11	12	13	14	10	June 14 Last Day of School
	17	18	19	20	21		
	24	25	26	27	28		

180 Student Days  
4 Staff Dev. Days

184 Total Days