

SAN JUAN UNIFIED SCHOOL DISTRICT
Curriculum, Standards, Instructional, and Student Services Board Advisory Committee
Regular Committee Meeting Minutes – Final
Wednesday, January 6, 2021

SJUSD 3738 Walnut Avenue Carmichael, CA 95608 (916) 971-7364	
Members Present:	Robyn Cox, Ewa Firl, Larry Gilmore, Kennard Harris, Myel Jenkins, Jennifer Morgan, Phromlak Sakpichaimongkol, Veronica Schwalbach, John Stockett, Linda Thelen
Staff/Guest Present:	Debra Calvin, Diana Marshall, Rick Messer, Linda Simlick, Lori Vine
Board Member Present:	Pam Costa
Members Absent:	None
Call to Order/Introductions	Jennifer Morgan called the meeting to order with introductions at 6:33 p.m.
Visitors Comments:	None

NEW BUSINESS:

Understanding the Brown Act/Uniform Complaint Procedures (UCP)

- Linda Simlick, General Counsel for San Juan Unified School District, presented the committee with the Brown Act/Uniform Complaint Procedures (UCP).
- The Brown Act was enacted in 1953 to guarantee the public’s right to attend and participate in meetings of local government.
- Founded in Government Code sections 54950 through 54963.
- The purpose is to ensure that deliberations and actions of a local agency legislative body are taken openly and the public is fully informed and able to participate in decisions involving the public agency.
- Committee members are subject to the Brown Act if a legislative body/local government, including anyone who has been elected but has not yet assumed office and is a committee and subordinate bodies created by formal action of the board (e.g., Curriculum and Standards Committee, Facilities Committee, but not temporary ad hoc advisory boards made up solely of board members and constituting less than a quorum).
- Ms. Simlick stated the Brown Act requires that meetings must be held on a regular schedule, conducted in public, and be conducted with an agenda available in advance and posted on the district’s website and made available upon request in alternative formats to a person with disabilities.
- Public participation-committees must allow the public to speak. San Juan Unified C&S Committee bylaws provide a time limit of 2 minutes per speaker. If speakers need translation, they may receive twice the amount of time to speak.
- Meeting by teleconference is permitted if all of the conditions are met: 1) A quorum of members must participate within the boundaries of the district, 2)the agenda must be posted at each location, 3) all votes must be taken by roll call. All teleconference locations must be open to the public and ADA accessible.
- Violation of the meeting notice and agenda provision may cause a committee action to be null and void if a judgment is found against the district. The interested party of Sacramento County District Attorney must demand in writing that the committee “cure or correct” the alleged violation.
- California Public Records Act (CPRA) mandates that state and local agency records must be available for public

inspection and copying unless the agency can establish that the CPRA provides for an exemption from disclosure in a particular case. There are some exemptions regarding CPRA, for example, preliminary drafts that are not retained in the ordinary course of business. Pending litigation, personnel, and medical files. Please make sure that when something is a draft, use the word DRAFT on the document.

- Ms. Simlick shared that the California Code of Regulations, Title 5, (5 CCR) sections 4600-4687, describe the process for filing, investigating, and resolving a complaint regarding an alleged violation, by a local agency, of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination. UCP complaints regarding Title 1 programs are authorized by the Code of Federal Regulations section 299.10-12 and 5 CCR section 4610(b).
- Ms. Simlick shared the UCP general process for filing a complaint in handwritten/typed/electronic/email. This complaint can be filed with the District General Counsel, a principal, a district administrator, or the Superintendent and who can file.
- Ms. Simlick discussed that the complaints can cover a variety of programs and activities as well as what is NOT covered by the UCP.
- Ms. Simlick reviewed the timeline for the complaint investigation, the response, and the appeal process.
- Ms. Simlick shared several resources and contacts websites.
- A committee member asked if she emailed the board member who appointed her if that would be a violation of the Brown Act? Ms. Simlick let her know that it would not, since it was a discussion between her and the board member.

Equity Update, Part 2

- Participants were Diana Marshall, Director, Equity and Student Achievement, Lori Vine, Program Coordinator, Equity and Student Achievement, Debra Calvin, Ed.D., Assistant Superintendent, Educational Services.
- Dr. Calvin shared that this presentation is going to include a review of our 8 Point Commitments, as well as a summary of the fall actions and a status report on our working groups.
- Ms. Marshall shared with the committee the 8 Points Commitment to Educations Justice that San Juan has adopted.
- Ms. Marshall shared what actions were taken this fall with the approval of a board policy, equity professional learning for all employees, and integration of social justice standards.
- Ms. Vine explained the equity professional learning that happened during the fall months for professional development at the school sites. Starting with a three-hour equity professional development in August before school started and what other training will be held through the Spring of 2021.
- Ms. Vine shared the Integration of Social Justice Standards as this has been an important step in providing anti-bias and anti-racist education for our students. If you are not familiar with the Social Justice Standards they are essentially a roadmap for anti-bias education for every stage of TK-12 instruction.
- Ms. Vine shared the Integration of Social Justice Standards developed skills in reducing prejudice and advocating for collective actions. Ms. Vine also shared how over 300 staff members have attended the Museum of Tolerance in Los Angeles since the visits started in 2015 for San Juan staff members.
- Ms. Marshall shared the working groups and the process of the working groups. We have over 110 members of our community that are all involved in one or more of these working groups.
- Ms. Marshall discussed the Student-Led Social Justice Forums and why they exist and what the student voices want to change in the educational system to be more anti-racist and anti-biased. The first meeting is on January 14 for high school and January 21 for middle school. They are also looking to have additional forums in April and May.

- Ms. Vine shared how we are trying to have an Equity Team at each site. The equity team would gather and research best practices and compare them with the district's current reality. We are also reaching out to other districts to find out what they are doing and what they are working on.
- Ms. Vine shared that the Equity department is working to identify safe protocols. This task is creating a toolkit for sites to use, perhaps through their equity teams, which includes best practices for ensuring students and staff feel seen and affirmed for who they are.
- A committee member asked are you going to make sure that all staff is on board or if they are having a hard time with the changes? What is the procedure? Ms. Marshall shared that one of the things we are moving to is critical mass and once we do we are hoping to start changing that culture. Helping with coaching, supporting, and helping them through the process. Dr. Calvin believes that a lot of the change will come from systemic change and will help bring a cultural change.
- A committee member asked about discipline and how that is happening with distance learning. Mr. Messer let the committee members know that students have been disciplined due to actions on the computer, comments, and the things that have come up during the zoom classes. They are being handled differently as it's hard to suspend someone when they are already at home. It's more about how we can support the students during this distance learning.
- The committee had many questions and there was a lengthy discussion on equity, the work that the equity group is doing. How and who can participate in the equity professional development, are the instructional assistance, recreational aides, and other classified staff members participating. And what types of training are the substitute teachers getting. Ms. Marshall, Ms. Vine, and Dr. Calvin shared how we are working on all of these concerns, what types of training we are providing, and how they are working to develop training for substitute staff.

Approval of Minutes:

- November 4, 2020
Jennifer Morgan asked if there were any corrections to the minutes, none.
Ms. Morgan asked if there was a motion for approval of the minutes? Moved for approval Phromlak and moved to second the minutes. Ms. Morgan called for a vote, 7 yea/0 nay /2 abstention
- December 2, 2020
Ms. Morgan asked for a couple of changes to some missing information she would like added. We will be moving these to the February 3 meeting for approval.

Chairperson's Comments/Committee Business:

None

Reports to be Heard:

Board Member:

Pam Costa had no comment.

Staff Member:

Rick Messer shared the second semester had started and that we are hoping things get better.

Committee Member:

Myel Jenkins has questions about the PSAT testing. She is going to reach out to Mr. Messer regarding her questions.

Kennard would like to know if we have reached out to the Roseville and Rocklin school districts and how they are doing, what works and how are we going to move forward. Mr. Messer let C&S know that San Juan has reached out and has also taken tours of some of the schools doing hybrid teaching and how it works, what is working and what they might have changed.

Adjournment:

Ms. Morgan requested a motion for adjournment at 8:39 p.m., Robin Cox moved for adjournment, and Larry Gilmore second the motion.

Respectfully submitted,
Wendy Harrington
Committee Secretary