

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**Curriculum, Standards, Instructional, and Student Services Board Advisory Committee**  
**Regular Committee Meeting Minutes – Approved**  
**Wednesday, September 7, 2022**

<b>SJUSD</b> 3738 Walnut Avenue Carmichael, CA 95608 (916) 971-7364	
<b>Members Present:</b>	Mary Beth Barber, Kennard Harris, Jennifer Morgan, Phromlak Sakpichaimongkol
<b>Staff/Guest Present:</b>	Trent Allen, Nicole Kukral, Linda Simlick, Amberlee Townsend-Snider
<b>Board Member Present:</b>	Pam Costa
<b>Members Absent:</b>	Robyn Cox, Ewa Firl, Myle Jenkins, Veronica Schwalbach, John Stockett, Linda Thelen,
<b>Call to Order/Introductions</b>	Kennard Harris called the meeting to order at 6:34 pm
<b>Visitors Comments:</b>	None

**Introductions:**

Kennard Harris, C&S Committee Co-chair is hosting the meeting tonight. Mr. Harris introduced himself and then asked to go around the room and have everyone introduce themselves.

**NEW BUSINESS:**

**C&S Bylaws and Norms Review and Discussion:**

Nicole Kukral, C&S Committee Staff Representative reviewed the C&S Bylaws with the committee and had them review Section III: Charge, Section IV: Function, and Section XV: Annual Report.

The committee then had a discussion on their feeling about those sections. The committee members felt that they would like more follow-up on things after they go to the board. They felt that they were more reactionary and wanted feedback. Committee members said that they would like to be involved in the front end of things as well as follow up. The committee members would like to look at the materials for the Curriculum Adoptions as well as hear about them at the meetings, and maybe take a field trip to the school sites while piloting a course to see it in use. They would also like to understand the selection process and how we choose a 7-year adoption plan, the cost, and why 7 years. Committee members would also like to know about the Strategic Plan, what happened with it and the Local Control Accountability Plan (LCAP) they would like to see a presentation.

**Superintendent Selection Process and Input:**

Trent Allen, Chief of Staff for San Juan Unified came to the committee with two questions:

1. What do you currently value most about your school or the district?
2. What would you change or hope to see added to make your school or the district even better?

Discussion on Question 1:

The committee discussed what is it at the school or district level that they currently value. Committee members stated that they felt that San Juan was fiscally responsible for its funds. San Juan does interact with the community on many levels, supporting our families, the exampled share was what Mr. Kern and the staff did for our students that were in Afghanistan. That the district collaborates with the labor groups. The COVID-19 reaction and support were quick and thoughtful decisions made for the safety of the students and staff.

Discussion on Question 2:

The committee discussed that they would like to see continued growth in the arts program and explore other opportunities for learning. Teaching students how to learn, allowing and encouraging learners to engage in a way that connects with them. Focusing on restorative practices and teaching our students to care about the community and working on the student's well-being. Helping the underserved population, being part of the solution.

### **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. 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 the 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, describes 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). 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. She reviewed the timeline for the complaint investigation, the response, and the appeal process.

**Approval of Minutes:**

No Minutes to Approve, they will all be brought to the September 21, 2022 meeting for review and approval.

**Chairperson's Comments/Committee Business:**

Mr. Harris shared how he appreciated being part of this committee and how he learns so much each time we come together.

**Reports to be Heard:**

**Board Member:**

Ms. Costa shared how much she appreciated the comments and thoughtful discussion that was happening. And explained that Mr. Allen will be complying with the interview questions for the new Superintendent from all the feedback that he has been getting for the committee and community forums they have been attending.

**Staff Member:**

Ms. Townsend-Snider shared how Elementary Education has been working to build a robust TK program and moving our IA pathways into classrooms. We are going to have staff come to share that with you.

Ms. Kukral shared how the Williams Audit was going at our schools and that we had 100% compliance with the audit. She also shared that we have a lot coming to the committee with the adoptions this year.

**Committee Member:**

A committee member asked that we bring the English Learner update to the committee and hear about Ethnic Studies and Graduation Requirements.

**Adjournment:**

Mr. Harris adjourned the meeting at 8:40 p.m.

Respectfully submitted,  
Wendy Harrington  
Committee Secretary