

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**Curriculum, Standards, Instructional, and Student Services Board Advisory**  
**Committee Meeting Minutes – Approved**  
**Wednesday, September 6, 2023**

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| <b>SJUSD</b><br>3738 Walnut Avenue<br>Carmichael, CA 95608<br>(916) 971-7364 |  |
| <b>Members Present:</b>  | Mary Beth Barber, John Kane, Susan Olsen, Veronica Schwalbach, Margaret Teichert, Linda Thelen, Myel Thelen, |
| <b>Staff/Guest Present:</b>  | Trenta Allen, Fhanysha Gaddis, Wendy Harrington, Nicole Kukral, Kristan Schnepf, Amberlee Townsend-Snider    |
| <b>Board Member Present:</b>   | Pam Costa  |
| <b>Members Absent:</b>   | Mariya Babiychuk, Kennard Harris, Phromlak Sakpichaimongkol  |
| <b>Call to Order/Introductions</b>   | Myel Jenkins called the meeting to order at 6:35   |
| <b>Visitors Comments:</b>  | Tom Nelson   |

**Introductions:**

Myel Thelen, C&S Committee Chair called the meeting to order at 6:35 and read the visitor comment statement. Ms. Thelen then asked everyone to introduce themselves and why they brought the dish to share, was it a memory or a feeling?

**NEW BUSINESS:**

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

Trent Allen, Chief of Status reviewed the changes that were made to the C&S Bylaws and walked through the changes. Mr. Allen highlighted some of the changes and how they now affect the committee members and their terms. How the new committee members must be reviewed and voted on by the board to join the committee and many more.

The committee members' questions were about their terms and when they would end based on the committee now being an August – July committee instead of following the election December – November. Mr. Allen answered all the questions the committee had.

**Brown Act**

Fhanysha Gaddis, General Counsel, shared the Brown Act Presentation. Ms. Gaddis shared when and why the Brown Act was created and who Mr. Ralph M. Brown is and why it is named after him. Ms. Gaddis shared who is the subject of the Brown Act and why we as a committee fall under it. What some of the requirements are of the committee and how to understand the Brown Act? Ms. Gaddis shared when the Brown Act changed under the pandemic and when the rules changed but that on February 28, 2023, the CA state of emergency was rescinded so all the meeting requirements changed back to prior to the pandemic. Ms. Gaddis shared other changes that we made post-pandemic with remote participation as well. Ms. Gaddis shared that when committee members are in a gathering other than a meeting you may or may not be creating a Brown Act violation based on conversations you may be having. She also reviewed the consequences of a Brown Act violation on the committee and the district. Ms. Gaddis also reviewed the process when you have a disruption or threat at a meeting and what to do. Ms. Gaddis also shared what to do regarding social media when you can and what you can share. The best practice is to only answer questions, provide information on the

committee or the agenda, and solicit information from the public. The committee may not chat on social media on the committee but can on unrelated board business. You may not respond to or share about another committee member regarding committee business. The committee must avoid a discussion between a majority of the members regarding business of a specific nature to the committee.

The committee did not have any questions for Ms. Gaddis on the Brown Act except about social media and the concerns were addressed by Ms. Gaddis.

### **Election of 2023-2023 Chair and Co-Chair**

Ms. Thelen asked if there was a nomination for committee chair and Veronica Schwalbach would like to nominate Kennard Harris. Mr. Harris was not in attendance, and there were no other nominations. Ms. Thelen then asked for a vote to hold this over to the next meeting and Linda Thelen seconded Ms. Schwalbach's nomination of Mr. Harris, this will be moved to the October 4, 2023, meeting.

Ms. Thelen asked if there were nominations for committee co-chair and both Susan Olsen and Margaret Teichert nominated themselves and seconded the nomination on one another. A vote was taken to elect Ms. Teichert, 5 yea/0na/2 abstentions, election passed for Ms. Teichert to be the committee co-chair.

### **Meeting Topics and Date Discussion**

Ms. Kukral shared the topics that have been selected already due to what is being presented to the board, however, we still have room for other topics, and we would like to hear what you would like to see.

The committee had a discussion on the items they would like to see brought forward and some of the suggestions were,

1. The curriculum road trip was by far the most popular, so we are going to add that one
2. Hearing about the Alder program and the teacher and where they are now
3. Enrollment and the shift and why. Who we are as a district. Inter-district transfers, home school, and demographic of students
4. Graduation Requirements
5. Innovative Schools

Ms. Kukral will reach out to the different departments, and we will add these to our meeting date agenda document and keep it updated as we confirm the department.

### **Approval of Minutes**

The minutes were moved to the October 4 meeting as there was not a quorum of the members that were present on May 3, 2023.

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

#### **Reports to be heard:**

##### **1. Board Member**

- a. Pam Costa, Board Vice President, thanked Myel for the leadership that she has shown as the committee chair. Ms. Costa also thanked everyone for being here tonight and is looking forward to what the year will bring.

##### **2. Staff Member**

- a. Ms. Kukral continued with the appreciation of Myel as the committee chair. Ms. Kukral also shared who was so busy with Professional Development and with the math program institute that was held for 4 days and that they had over 100 teachers in attendance. Ms. Kukral shared that PLI has over 20 partnerships with our schools for professional development and 13 of them are focused on Math. Ms. Kukral also shared who the Family and Community Engagement team will be working with PLI this year. The PLI team will be going out on the mobile van and have the curriculum available for review and support.
  
- b. Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education, and Programs, seconded what Ms. Kukral shared about the appreciation of Myel. Ms. Townsend-Snider shared that she and Ms. Schnepf will be working together on the committee sharing responsibilities. Ms. Townsend-Snider shared how she and Ms. Schnepf are focusing on making schools welcoming. We did a regional scavenger hunt for our first principal meeting in August and the team was mixed with elementary and secondary administrators. We heard so much positive feedback when it was over, they shared pictures they took in the community and conversations that were had by community members asking what they were doing and why. We are also going to focus on how we now make connections with our students and families. It's exciting.

**3. Committee Members:**

- a. None

**Adjournment:**

Mr. Thelen adjourned the meeting at 8:36 pm

Respectfully submitted,  
Wendy Harrington  
Committee Secretary