



Amethod Public Schools

Regular Meeting of the AMPS Board of Directors

Published on October 9, 2020 at 3:47 PM PDT

Amended on October 14, 2020 at 1:50 PM PDT

Date and Time

Wednesday October 14, 2020 at 6:00 PM PDT

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (Board) and employees of Amethod Public Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us02web.zoom.us/j/88475829336>

Participating by Telephone: 669-900-9128 Meeting ID: 884 7582 9336

Public Comment: Members of the public who wish to comment about an agenda item please send an email to lromo@amethodschools.org with your name, email address, and your zoom name (if different) and the item under which you would like to comment before the item begins. The Board Chair will call on you. Please note that comments are limited to two minutes. The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on the Amethod Public School's website at www.amethodschools.org along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 72 hours prior to the meeting by calling (510) 701 -2415. All efforts will be made for

reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Peter Hanley	1 m
B. Roll Call		Luis Romo	3 m
C. Announcements		Peter Hanley	5 m
II. General Public/Board Comments (2min per speaker)			
III. Disclosure of Items to be Discussed in Closed Session (Government Code 5457.7)			
IV. Recess to Closed Session			6:09 PM
A. Conference with legal counsel-Anticipated Litigation (3) [(Government Code section 54956.9(b)]	Discuss	Jackson Lewis	45 m
B. Public Employee Appointment / Discussion Position: Chief Executive Officer (Government Code Section 54957)	Discuss	Leadership Associates	30 m
V. Reconvene from Closed Session			
VI. Consent Agenda			7:24 PM
A. Approval of Board Minutes	Approve Minutes	Luis Romo	1 m
Approve minutes for Special Meeting of the AMPS Board of Directors on September 28, 2020			
VII. Business			7:25 PM

	Purpose	Presenter	Time
A. CEO Report	FYI	Evelia Villa	10 m
B. Chief Executive Search Process-Discussion with Leadership Associates	Discuss	Leadership Associates	90 m
Meet with Leadership Associates search firm advisors to discuss the CEO search, including but not limited to the following:			
1. Overview of search process			
2. Board / search firm protocols during the search			
3. Timeline for the search			
4. Board input regarding desired qualities and characteristics of new CEO			
5. Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults			
6. Discussion of online survey			
C. AMPS COVID 19 Task Force Update	Discuss	AMPS COVID 19 Task Force Update	20 m
D. Impact Advisers Project Update	Discuss	Jorge Lopez	30 m

VIII. Closing Items**9:55 PM****A. Adjourn Meeting**

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE. Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY.** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. **SPECIAL PRESENTATIONS MAY BE MADE.** Notice is hereby given that; consistent with the requirements of the Ralph Brown Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting the Amethod Public School Inc., 2101 Livingston Street Second Floor. Oakland, CA 94606; telephone, (510) 434-7017 ext.117 info@amethodschools.org. **FOR MORE INFORMATION.** For more information concerning this agenda, please contact Amethod Public Schools Main Administration, 2101 Livingston St. Second Floor. Oakland, CA 94606; telephone, (510) 436-0172 ext. 106; Email: lromo@amethodschools.org

Coversheet

Approval of Board Minutes

Section: VI. Consent Agenda
Item: A. Approval of Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Meeting of the AMPS Board of Directors on September 28, 2020
2020_09_28_board_meeting_minutes.pdf

APPROVED



Amethod Public Schools

Minutes

Special Meeting of the AMPS Board of Directors

Date and Time

Monday September 28, 2020 at 6:00 PM

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Directors Present

E. Quiroz (remote), G. Lopez Jr. (remote), M. Gonzalez (remote), N. Driver (remote), P. Hanley (remote)

Directors Absent

None

Guests Present

E. Villa, L. Romo

I. Opening Items

A. Call the Meeting to Order

P. Hanley called a meeting of the board of directors of Amethod Public Schools to order on Monday Sep 28, 2020 at 6:23 PM.

B. Roll Call

C. Announcements

II. Consent Agenda

A. Approval of Board Minutes (09.23.2020)

N. Driver made a motion to approve the consent agenda.

E. Quiroz seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Title 1 AMPS Family Engagement Policy

III. Business

A. Select Search Firm to Conduct 2020-2021 CEO Search

Board chair recommends deciding on Leadership Associates as search firm and states reasoning. All members express their opinions on which firm would best fit for AMPS.

M. Gonzalez made a motion to accept the Leadership Associates search firm proposal.

E. Quiroz seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Learning Continuity and Attendance Plan

Mrs. Villa presents the AMPS LCEPs with site leaders, Mike Barr and Andrew Wang.

N. Driver made a motion to adopt the AMPS LCEPs.

E. Quiroz seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:54 PM.

Respectfully Submitted,

P. Hanley

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DRAFT



Amethod Public Schools

Minutes

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The board **VOTED** unanimously to approve the motion.

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Coversheet

Chief Executive Search Process-Discussion with Leadership Associates

Section:	VII. Business
Item:	B. Chief Executive Search Process-Discussion with Leadership Associates
Purpose:	Discuss
Submitted by:	
Related Material:	Amethod Survey - English.pdf Input Sessions, Examples of Groups to Invite .docx Amethod - Proposed Timeline.pdf Amethod - Board Initial Meeting Discussion Outline.pdf



AMETHOD PUBLIC SCHOOLS CHIEF EXECUTIVE OFFICER ONLINE SURVEY OPEN (date tbd)

INTRODUCTION

The Amethod Public Schools Board of Directors is asking for your help in selecting the next Chief Executive Officer. We have requested that the consultants from Leadership Associates, who are assisting the Board with the search, conduct an online survey to solicit input from students, staff, parents, and community.

The following survey asks you to respond to several critical questions. The information generated from this survey will be used to develop a profile which indicates desired qualities and characteristics in the next CEO. It will also guide the recruitment and reference checking process as well as development of questions for the interview. The survey also seeks your perspectives on AMPS' strengths, challenges, and our community. Consultants will compile a report summarizing survey results and share it with the Board.



AMETHOD PUBLIC SCHOOLS CHIEF EXECUTIVE OFFICER ONLINE SURVEY OPEN (date tbd)

BACKGROUND INFORMATION

PLEASE TAKE A MOMENT TO PROVIDE THE FOLLOWING INFORMATION:

1. My perspectives come from being a (check all that apply):

- ☐ Parent/Guardian
- ☐ Student
- ☐ Community Member
- ☐ Teacher
- ☐ Classified Employee
- ☐ Administrator
- ☐ Other Certificated
- ☐ School Volunteer
- ☐ Public Official
- ☐ Business Owner / Partner
- ☐ Non-Profit Staff / Board



AMETHOD PUBLIC SCHOOLS CHIEF EXECUTIVE OFFICER ONLINE SURVEY OPEN (date tbd)

AMPS STRENGTHS & CHALLENGES; COMMUNITY

2. What do you see as the strengths of AMPS?

3. What do you see as the major challenges which will confront our new superintendent?

4. What is important for our next Chief Executive Officer to know about our community?

5. Please add any other qualities and characteristics which you think are important for our next Chief Executive Officer to possess.



**AMETHOD PUBLIC SCHOOLS
CHIEF EXECUTIVE OFFICER ONLINE SURVEY
OPEN (date tbd)**

DESIRED PROFESSIONAL EXPERIENCE

**Question for this section follow on the next page.
Note, the Online Survey format will display the questions
on the same page as the heading.**

6. Please rank, in order of importance between 1 and 7, (1 being the most important), the following professional experiences that you believe are most important for the next Chief Executive Officer to possess, as they relate to the needs of AMPS.

1
2
3
4
5
6
7



Experience in California public education, either teaching and/or site administration

1
2
3
4
5
6
7



Experience as an Assistant/Associate Superintendent/Charter Administrator

1
2
3
4
5
6
7



Experience as a Superintendent/Chief Executive Officer in a comparable district

1
2
3
4
5
6
7



Experience in oversight of school district finances, budgets, and business management

1
2
3
4
5
6
7



Experience in management of school facilities

1
2
3
4
5
6
7



A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children of poverty

1
2
3
4
5
6
7



Bilingual



**AMETHOD PUBLIC SCHOOLS
CHIEF EXECUTIVE OFFICER ONLINE SURVEY
OPEN (date tbd)**

DESIRED PROFESSIONAL LEADERSHIP CHARACTERISTICS

**Question for this section follow on the next page.
Note, the Online Survey format will display the questions on
the same page as the heading.**

7. Please rank, in order of importance between 1 and 7, (1 the being most important), the following professional leadership characteristics that you believe are most important for the next Chief Executive Officer to possess, as they relate to the needs of AMPS.

1
2
3
4
5
6
7



Is a strong instructional leader who will maintain and improve the student achievement gains made in AMPS

1
2
3
4
5
6
7



Will bring the entire community together toward a strong vision of student achievement

1
2
3
4
5
6
7



Will place the highest priority on safe environments for students and staff

1
2
3
4
5
6
7



Has strong human relations skills and is a "people person"

1
2
3
4
5
6
7



Will be accessible to parents and staff

1
2
3
4
5
6
7



Will be highly visible at our schools and community events

1
2
3
4
5
6
7



Has the ability to coach and develop potential leaders within AMPS, and create a strong, cohesive working team



**AMETHOD PUBLIC SCHOOLS
CHIEF EXECUTIVE OFFICER ONLINE SURVEY
OPEN (date tbd)**

DESIRED PERSONAL CHARACTERISTICS

**Question for this section follow on the next page.
Note, the Online Survey format will display the questions
on the same page as the heading.**

8. Please rank, in order of importance between 1 and 7, (1 being the most important), the following personal characteristics that you believe are most important for the next Chief Executive Officer to possess, as they relate to the needs of AMPS.

<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Decisive
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Organized
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Approachable
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Collaborative
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Receptive to ideas
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Imaginative
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>	Pragmatic



#2: COMMUNITY SESSIONS / EXAMPLES OF GROUPS TO INVITE

Chief Executive Officer Search
Community/Stakeholder Input Groups Examples

School Board

Current CEO

Cabinet (District Office Executive Management)

Leadership Team (without Principals)

Principals

Classified District Office Staff

Confidential Employees

Classified Staff

Certificated Staff

Teachers' Association Exec Board

CSEA Exec Board (Classified)

Students and Student Board Reps

School Site Council Reps

Parent Committee Leaders / Reps

Service Club Representatives (Rotary, Kawanis, etc)

DLAC/ELAC

City Council Members, City Staff (Manager), City Police Chiefs,

Chamber of Commerce

PTSA/PTA

Booster Groups

Education Foundation

Neighboring District Superintendents

Business Partners

Community Open Forum (A district translator will be needed for this)



PROPOSED TIMELINE

(Flexible based on Board direction)

Amethood Public Schools Chief Executive Officer Search 2020-2021

Note: *Blue italicized text* indicates Board Participation

SEPTEMBER 2020	September 15	AMPS receives proposals
	September 23	<i>Proposal Presentations / Board Selects Firm Information posted on Leadership Associates website</i>
OCT 2020 – JAN 2021 Phases 1-4	October 14	<i>Board meets with consultants and determines characteristics, skills and qualities desired in a new CEO; Board publicly announces timeline and procedures for CEO selection</i>
	October - November	Consultants meet with staff and community designated by the Board to receive input; Online survey is posted to the district website
	September - January	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	January 11 & 18	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
JAN - FEB 2021 Phase 5	January 25, 5:00 PM	Deadline for applications
	January 25 - February 5	Consultants complete comprehensive reference and background checks on applicants
	Week of February 8	<i>Board meets with consultants, reviews all applications and selects finalists to be interviewed</i>
FEB - MAR 2021 Phases 6-8	Week of February 15	<i>Board interviews finalists</i>
	Week of February 22	<i>Board completes the validation process and makes a final determination on selected candidate.</i>
	March 10	<i>Board approves CEO contract at a regularly scheduled board meeting</i>
JULY 2021 Phase 9	July 1 (or as mutually agreed)	New CEO begins



AMETHOD PUBLIC SCHOOLS DISTRICT
Initial Meeting, Discussion Items
October 14, 2020

A. CLOSED SESSION (as shown on Board Agenda)

B. OPEN SESSION

1. Discussion/Action and Review of Search Process
2. Designate Board's liaison and spokesperson for the Board
3. Confirm executive assistant has received guidelines and templates from Leadership Associates office admin staff
4. Board of Directors' email addresses (if posted on website, confirm)
5. Discuss the use of input from board, stakeholder groups and online survey results in development of position profile
 - Board affirms stakeholder groups for input sessions
 - Position description: District provides narrative of "community" and "district" (if not already available on website)
 - Majority of Board Members to review and respond to position description prior to posting on AMPS and Leadership Associates' website
 - Online survey dates and specified languages: _____
6. Establish and adopt the final timeline
 - ACSA publication: specify dates: _____
 - Affirm following date(s) for stakeholder input sessions _____
 - Closed session date for application review [2-2 1/2 hours] _____
 - Closed session date for interviews (all day) _____
 - Validation process, Board discussion and at Board discretion
 - Target date for offer of employment and approval of superintendent contract (must be on a regularly scheduled board meeting): _____
7. Candidate Recruitment
8. Worksheet of Contract Parameters [FYI only, to be completed by candidates invited for interview.]
9. Copy of current Superintendent Contract (*Send copy of current superintendent contract*)
10. Board questions/points for clarification
11. Board Members' Input:
 - Desired Qualities/Characteristics/Experiential Background
 - AMPS Strengths and Challenges
 - Questions Regarding Process/Procedures

Coversheet

AMPS COVID 19 Task Force Update

Section:	VII. Business
Item:	C. AMPS COVID 19 Task Force Update
Purpose:	Discuss
Submitted by:	
Related Material:	C-19 Task Force Board Update.pdf



Covid Task Force Board Update

1

Task Force Meetings



C-19 Task Force

- C-19 Task Force composition: leaders, operations staff, community outreach, board members, & home office personnel. Input provided through FSTs and staff/student & community meetings & surveys
- The Task force meets weekly from 10:30–12:00 on Tuesdays.
- Task force responsibilities:
 - Keep abreast of ACPHD & CCCHD health orders as they relate to schools.
 - Set Policy for AMPS in relation to C-19 protocols
 - Create surveys for staff, students and families in concert with leaders
 - Inform all school Principals & the CEO of current status & train leaders to train their staff in safety protocols & AMPS C-19 policies & procedures
 - Make recommendations to the CEO & Board regarding all plans for serving students in person



The Task Force has accomplished:

- Daily reporting to work form for all site based personnel & visitors
- Clear entrance protocols in place for entering schools
- Cleaning protocols in place
- Clear procedures for all employees while on site
- Written plans shared with authorizer OUSD
- All principals trained and updated in Task Force policies & procedures
- All staff trained in AMPS C-19 policies & procedures
- Created Family Resources Directory & posted to AMPS websites

2

Task Force Next Steps:



C-19 Task Force

Next Steps:

- Site visits with Charter Safe 10/05–10/16
- HVAC systems evaluation
- Plans for student subgroups... (special education assessments)
- Continuing training for maintenance teams

3

Considerations:



C-19 Task Force

Considerations

As the reopening of schools becomes more real the task force believes it will be important to have a clear tiered approach to next steps for bringing some staff and students on campuses throughout our network. The Task Force is working on creating a tiered AMPS system, to determine levels of community spread and the AMPS response. The tiered system will of course incorporate the local and state health official recommendations and will set a cohesive understanding for the AMPS organization.

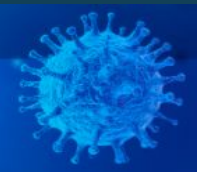
- How do we address matters such as;
 - Staffing for some return to in person (ie support hubs) support for students?
 - Updated and current maintenance of sites
 - Student groups/hubs
 - Assessments for special education students
 - Managing subsequent phased closures & reopenings
 - Indoor & outdoor gatherings



C-19 Task Force

Considerations

- If AMPS schools are able to bring some students back to campus on a staggered/rotating schedule or in small cohorts in a manner compliant with public health orders at the federal, state and county level, what is our liability and ability to bring back some staff while others do not have to report in person?
- What is the liability concerning disciplining students who do not follow school distancing and/or masking requirements?
- What is the protocol for families who choose to keep their students at home until the pandemic subsides? How do we communicate to parents which students will be brought on campuses and why? What do we do when a family prefers to send a child/student to school yet staff have not determined that it is essential for them to return? i.e. They are successful in distance learning



C-19 Task Force Small Cohort Guidance:

Small Cohort allows for ...

- Bringing small groups of students on site for intensive supports
- How to safely operationalize support for the most vulnerable students

Press Release: Reopening Schools in Alameda County:

- Written plans required, posted and inclusive of all stakeholders
- Elementary schools clear to open on 10/13 middle and high schools will follow 4-12 weeks later with middle schools first.
- C-19 Covid Liaison(s) (Ms. Forrester & ?) ~ Identify & train School Site Leads

4

Recommendations:



C-19 Task Force

- To protect our students, community and all school staff, we must use science-based standards before physically reopening schools. Schools can only physically reopen when our federal, state and local governments work together **to prioritize and fund testing and contact tracing** to suppress the spread of COVID-19 in our communities. The science-based standards outlined below are from a Harvard Global Health Institute report written by public health experts.



C-19 Task Force

Considerations:

- Level of Virus Spread for each zip code where our students and employees may live (12.7% in Fruitvale)
- There must be less than 10 daily new cases per 100,000 people
- The positive test ratio must be 3% or less
- The RO must be less than 1

Testing:

- Anyone must be able to get access to a test regardless of symptoms and be able to get tested within 24 hours
- Universal screening, defined as easy access to testing and rapid return of results, will make returning to school feasible in the future.
- Patients must be notified of their test results within 24 hours - 48 hours



C-19 Task Force

Contact Tracing:

There must be 30 contact tracers per 100k or 5 tracers per every confirmed new case (whichever is higher)

- 75% or higher percent of index cases provide their contacts to contact tracers.
- Trace time must be 24 hours or less and the time from contact tracing program to test of contact must be 24 hours or less
- More than 90% of identified contacts must be traced, tested, and in quarantine, isolation or active monitoring



C-19 Task Force

➤ Questions?

➤ Board Discussion

Respectfully prepared by Bianca Forrester, AMPS C-19 Task Force Chair and ACPHD Covid Liaison in concert with the AMPS Task Force.

Contact: bforrester@amethodschools.org

Coversheet

Impact Advisers Project Update

Section:	VII. Business
Item:	D. Impact Advisers Project Update
Purpose:	Discuss
Submitted by:	
Related Material:	IC Project Update FNL10.20.pptx



COMMUNITY & SCHOOL ADVISORS

AMPS: Project Update

Presenter
Jorge Lopez
October 14, 2020

Impact Advisors

Impact Community & School Advisors goal is in bringing experienced experts from the field to assist community groups, education redesign organizations, non profit organizations, and public agencies prepare program designs to make positive impact in communities they serve. We specialize in seamlessly integrating solution minded, highly experienced education and operational analysts to work directly with our clients. We assist our clients by delivering high quality, and specifically tailored responses to address the comprehensive nature of school reform/redesign agencies, programs, processes, and services.

Presentation Goals

The task is wide and far reaching. The goal here is to target 2 key targets in the instructional model:

1. To facilitate a redesign of AMPS data process
2. To highlight and focus on key core practices that will be vital to address the system in a post COVID slide.

Ongoing Projects

Instructional

- Focus on systems to address COVID slide
- Alignment of assessments
- Review of school data process
- MTSS re alignment

External Affairs

- Reestablish priorities for 20-21
- Set up protocols for CO tasks for COVID
- Maintain connect with families
- CO to work closer with region schools

Management

- Train on Direct report process for directors and C levels
- Set up of Management Plans
- Organize strategic meeting process with data

Home Office Process

Support the home office leaders through the transition of leadership. Offer unique insights and advice through the unique impacts of 2020.

AMPS Projects: Overview

COVID 19 Pandemic



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graph LR; A[COVID 19 Pandemic] --- B[Instructional Practice]; A --- C[External Affairs]; A --- D[Staff Management]; A --- E[Home Office Processes];
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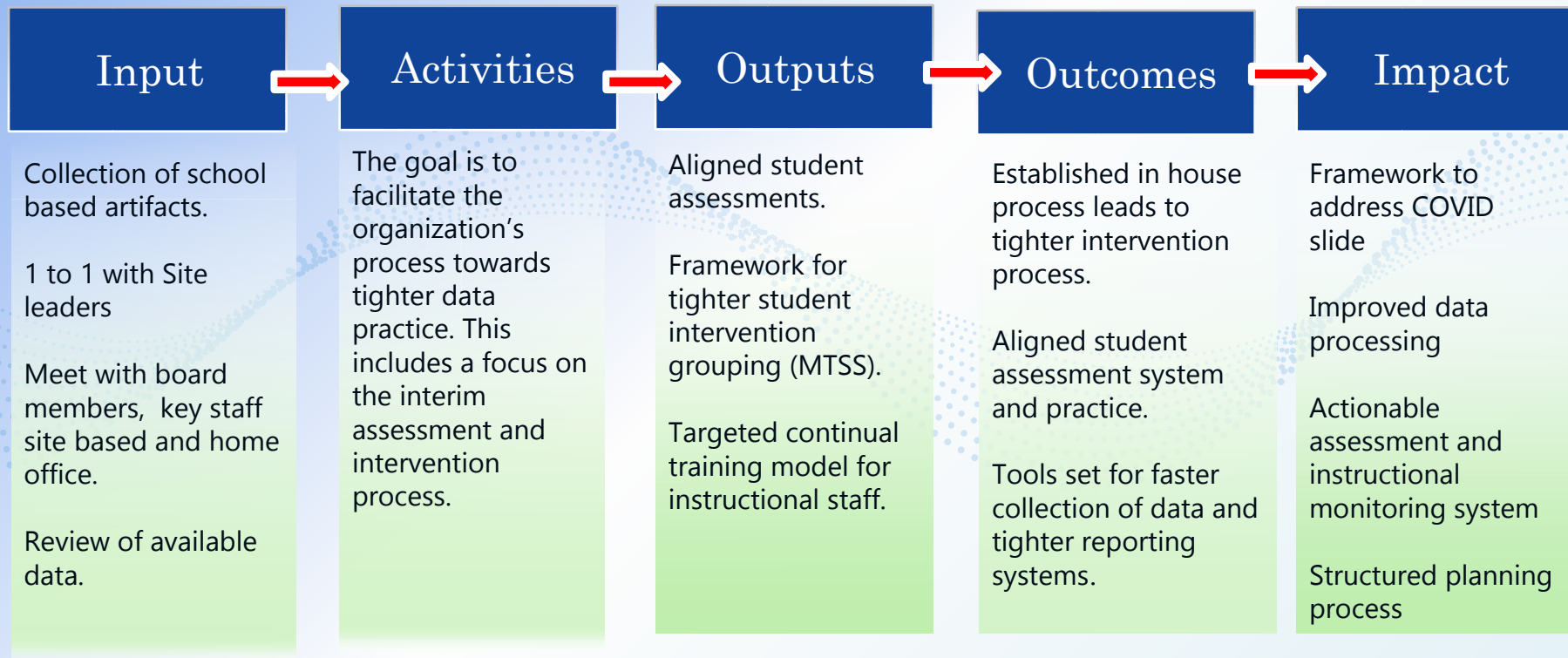
Instructional
Practice

External
Affairs

Staff
Management

Home Office
Processes

Solidify : Targeted Key Practices



COVID Research

Preliminary COVID slide estimates suggest students will return in fall 2020 with roughly 70% of the learning gains in reading relative to a typical school year. However, in mathematics, students are likely to show much smaller learning gains, returning with less than 50% of the learning gains and in some grades, nearly a full year behind what we would observe in normal conditions.

Further Recommendations

First

Support! To help students succeed academically, schools must provide resources and support to families during and **after** this disruption, especially in mathematics.

Second

Data Driven! Schools will need data to guide curriculum and instruction in support of students, especially to target resources and attention for communities most impacted by COVID-19 school closures.

Red

Ready Staff! Things are evolving super quickly under the ambiguity of COVID. Staff resiliency through set management can offer grounding.



Questions?