

**APPROVED**  
**MINUTES OF THE**  
**MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD**

October 12, 2010, Regular Meeting

Board Room  
District Office  
181 Encinal Avenue, Atherton, California

**CALL TO ORDER AND ROLL-CALL**

The Regular Meeting of the Board was called to order by President Jeff Child at 6:05 p.m. All Board members were present.

**REVIEW AND AMEND THE AGENDA**

There were no amendments to the agenda.

**DISCUSSION & REPORTS WITH ADMINISTRATORS**

**UPDATE ON THE DEVELOPMENT OF THE DISTRICT'S MATHEMATICS PROGRAM**

Superintendent Ranella reiterated the mathematics program goals that were identified approximately a year ago when the mathematics program became a focus for improvement. They are: 1.) To increase the number of students at the eighth grade level capable of succeeding in Algebra 1; 2.) To expand the program, particularly at the elementary level, to improve the conceptual understanding of mathematics among students; 3.) To increase training of elementary teachers in content and teaching of mathematics, as the focus for most elementary teachers has been in humanities; and 4.) To ensure the progress of students in mathematics who have tested below proficiency in State testing. Assistant Superintendent Jo Mitchell presented a review of test data reflecting student performance. Brief reports were made by the Principals on how each of the goals was implemented at their schools. It was noted that there is a focus for articulation between the teaching of mathematics at the 5<sup>th</sup> grade and 6<sup>th</sup> grade.

**COMMENTS FROM THE AUDIENCE**

There were no comments from the audience.

**REPORTS/DISCUSSION**

**REPORT ON ANNUAL ACCOUNTABILITY PROGRESS REPORT**

At its regular meeting on September 7, 2010, the Board received information presented by Assistant Superintendent Jo Mitchell on district testing (STAR) from 2009-10 along with the new district testing and evaluation program, entitled "portfolio of pupil progress." Tonight, Assistant Superintendent Mitchell shared information from the Annual Accountability Progress Reports that were received by school districts in California in September. Information presented included State required District API History and Group Report, Federal required 2010 Adequate Yearly Progress, 2009-10 AYP and Annual Measurable Objectives – Neighboring Districts, and Title III Accountability Data, a Federal requirement for English learners. Each of these was defined and discussed

**REPORT ON ANNUAL ACCOUNTABILITY PROGRESS REPORT (continued)**

with the Board. Assistant Superintendent Mitchell said that Site Plans will be presented by the Administrators at the November 16 Board Meeting.

**PUBLIC HEARING ON MENLO PARK EDUCATION ASSOCIATION'S (MPEA) INITIAL PROPOSAL FOR THE 2010-11 SCHOOL YEAR**

The Public Hearing on the Initial Proposal of the Menlo Park Education Association for 2010-11 was declared open by Board President Jeff Child. Hearing no comments from the audience, the Public Hearing was declared closed. Superintendent Ranella noted that the public hearing and adoption of the District's response will be presented at the regular meeting of the Board on November 16. Following that, negotiations between MPEA and the District will commence.

**FIRST READING – ADMINISTRATIVE REGULATION 4112.62 – MAINTENANCE OF CRIMINAL OFFENDER RECORDS**

The Board had its first reading of Administrative Regulation 4112.62, *Maintenance of Criminal Offender Records*. It was noted that criminal record information may be requested from the California Department of Justice by public/private schools for any person who applies for employment or for a volunteer position. The Department of Justice requires that an Administrative Regulation be in place which specifies the details connected with the maintenance of criminal offender records related to this kind of request. Administrative Regulation 4112.62 will be brought again to the Board at its November 16 Regular Meeting for a second reading/adoption.

**IMPACT OF TERRITORY TRANSFER OF PACIFIC PARC TOWNHOUSE COMPLEX ON THE DISTRICT AND INFORMATION REGARDING THE MENLO PARK LAS PULGAS COMMUNITY DEVELOPMENT PROJECT**

Superintendent Ranella reported that on September 15, 2010, a petition to transfer a property, Pacific Park Townhouses, located within the Ravenswood City School District to the Menlo Park City School District was approved by the California State Board of Education. This decision reversed that of the San Mateo County Committee on School District Organization. Superintendent Ranella noted that California Education Code requires that an election of the 25 townhomes be held to see if the residents of Pacific Parc are in agreement with the transfer. The County is currently preparing the Mail-in Ballot.

The effects of the transfer of Pacific Parc on the District were discussed with the Board. Background information provided to the Board by Superintendent Ranella included: the unsigned Fiscal Agreement, dated 1992 (a copy of the signed agreement has been requested from the City of Menlo Park); Minutes of the Menlo Park City School District Board of Education for August 25, 1992, reflecting that the Board took action on an Agreement with a commitment of revenue sharing from the Redevelopment Agency in the amount of \$325,000 over a 35 year period; a listing of assessed valuation of properties in the Redevelopment Agency from 1983 to 2006; and a multi-year projection of the revenue and expenditures of the Redevelopment Agency from 2006 to 2039. Superintendent Ranella reported that John Hartenstein of Orrick confirmed that Pacific Parc will be subject to payment of both the District's Bond and Parcel Taxes. Superintendent Ranella indicated that the issues of the Redevelopment Agency will be researched carefully and reported to the Board for its direction.

### **FIRST READING – ADMINISTRATIVE REGULATION FOR POLICY 5118 ATTENDANCE UNDER THE OPEN ENROLLMENT ACT**

Administrative Regulation for Board Policy 5118, *Attendance under the Open Enrollment Act*, was presented for a first reading by the Board. The major provisions regarding students enrolled in under-performing schools in other districts who wish to transfer are outlined in Policy 5118 which was adopted by the Board at its regular meeting on June 8, 2010. Extensive discussion with the Board took place. Superintendent Ranella said that the Administrative Regulation will be brought to the Board for further discussion at its November regular meeting with adoption in either November or December.

### **REVIEW OF REVISED BUDGET FOR FACILITY DEVELOPMENT**

Facility Director Ahmad Sheikholeslami updated the Board regarding development of the Revised Budget for Facility Development. Mr. Sheikholeslami noted that there are minor adjustments needed to balance each budget category, but at this time there are no major issues that would require transfer of budget monies from one site to another or make it necessary to pull monies from the program contingency. With regard to this, the Director requested direction from the Board on the following: 1.) Remove the anticipated \$1.2M, representing the income anticipated from the State in the budget for Hillview, and use program contingencies to maintain the Hillview budget. The Board was in agreement with this recommendation. 2.) Direction was requested on the set aside of \$1.75M at the O'Conner School site. It was the Board's direction that the set aside remain at O'Connor. 3.) Direction was requested regarding the many smaller projects and Priority 2 projects that remain in the elementary schools. The Board indicated that only essential projects to complete the current work should proceed within the budget. Once the costs for the Hillview project have been determined, the District can then look at these requests and Priority 2 projects. Mr. Sheikholeslami also noted that the State is planning to sell a next round of State Bonds in November 2010. It is anticipated that the allocation for Oak Knoll construction of \$6.6M should be funded.

### **PROGRESS ON DEVELOPMENT OF LEASE-LEASE BACK OPTION FOR THE CONSTRUCTION OF HILLVIEW MIDDLE SCHOOL**

Facility Director Ahmad Sheikholeslami reported that of the 15 firms that submitted RFQs (Request for Qualifications) for the Hillview Middle School Project, the following 8 were "short listed": Blach, Gonsalves & Stronck Construction Company, Inc., Lathrop/Larsen Joint Venture, McCarthy Building Companies, Overaa, Roebbelen contracting, Inc., Vila Construction Co. and West Coast Contractors, Inc. A request for an RFP (Request for Proposal) has been issued by the District to these firms to be submitted on November 4, 2010. Following submission of the RFPs, the District will interview 3 or 4 firms and select one with whom to negotiate the final contract for the Hillview Middle School Project. It is expected that this will occur between November and December 2010.

### **FISCAL YEAR-END REPORT ON THE DISTRICT'S LABOR COMPLIANCE PROGRAM ANNUAL REPORT 2009-10**

The Fiscal Year-end Report on the District's Labor Compliance Program for 2009-10 was presented by Facility Director Ahmad Sheikholeslami for review by the Board. It was noted that the period covered by the Report is March 1, 2009, through February 28, 2010.

## **ACTION**

### **APPROVAL OF A 50% CONTRIBUTION TO THE CITY OF MENLO PARK FOR THE INSTALLATION OF A TRAFFIC SIGNAL AT ELDER AND SANTA CRUZ AVENUE, NOT TO EXCEED \$120,000**

Facility Director Ahmad Sheikholeslami noted that the District and the City of Menlo Park have been working on an agreement for a traffic signal at the intersection of Santa Cruz Avenue and Elder. Board Resolution 08.09.37, adopted on June 9, 2009, provided for the development of a fair share contribution towards the signalization of the intersection. Mr. Sheikholeslami reported that the project has been estimated at approximately \$210,000, and that staff is recommending a 50% contribution to the City of Menlo Park for the project. It was moved/seconded (Rich/Box) and the Board voted unanimously (5/0) to authorize the Superintendent, by August 2012, to enter into an agreement with the City of Menlo Park for the fair share contribution in an amount not to exceed \$120,000. It was noted that the District will continue to work on development of details of the agreement and a final version will be brought to the Board for its approval.

### **RESOLUTION 10.11.6 ESTABLISHMENT OF SPECIAL FUND FOR CURRICULUM AND INSTRUCTION LEADERSHIP AND SUPPORT SERVICES FOR STUDENTS**

Superintendent Ranella presented Resolution 10.11.6 for consideration by the Board, noting that the Resolution's purpose is to establish a Special Fund for purposes of curriculum leadership and support services for students. A transfer of \$1.3 million will be made into Fund 17 as an investment into a multi-year plan that can provide for the expressed purpose of the Fund. Superintendent Ranella said that these services will include greater leadership for curriculum through the use of curriculum coordinators, and will be used to remedy the poor student ratio with credentialed counselors and the ongoing need for nursing services. Superintendent Ranella also noted that expenditures from the Fund may only be enacted by specific action by the Board for the specific purposes defined in the Resolution. It was moved/seconded (Fitz/Rich) and it was the unanimous (5/0) vote of the Board to adopt Resolution 10.11.6. A roll call vote was taken. Superintendent Ranella noted that, inadvertently, the back-up information presented with the Resolution did not specify nursing services.

### **DEVELOPMENT OF AD HOC COMMITTEE OF THE BOARD OF EDUCATION TO DEVELOP RECOMMENDATIONS REGARDING DIRECT ADMINISTRATIVE LEADERSHIP AND STUDENT SUPPORT SERVICES**

Superintendent Ranella requested that an Ad Hoc Committee consisting of two Board Members be formed to develop recommendations of specifics of the administrative leadership and student support services to be considered by the full Board. With this focus, the Committee will assess current district services as well as the services of comparable districts in order to clarify services and consider recruitment and selection of additional District personnel. The period of the study will be October to December 2010. Recommendations will be presented to the full Board in January 2011. Board Member Deborah Fitz nominated Maria Hilton and Mark Box to serve on the Ad Hoc Committee. It was moved/seconded (Box/Hilton) and the Board voted unanimously to select Marc Box and Maria Hilton to serve on the Ad Hoc Committee.

## **STAFF REPORTS**

### **SUPERINTENDENT'S REPORT**

The Superintendent updated the Board on the following:

- Superintendent Ranella reported that publication of the Community Report is anticipated for October 26.
- With the addition of Everest Charter School to the San Mateo County SELPA Local Plan, it is required that the entire SELPA membership of Boards of Education in San Mateo County vote by resolution to update the Local Agency Participants section of the SELPA Local Plan. This will be agendaized for the regular meeting of the Board on November 16.
- Superintendent Ranella noted that the Board plans to attend the SF<sup>2</sup> Regional Meeting on October 15 and the CSBA Annual Education Conference and Trade Show in San Francisco, December 2.
- Chief Business Official Diane White presented highlights of the recently passed 2010-11 State Budget
- Superintendent Ranella indicated that the Administration's discussion with the Board at the November 16 Regular Meeting will include the topics of the District's Equity Plan, the Principals' Site Plans, operation of Transitional Kindergarten and the revised age for admittance to kindergarten.

### **ASSISTANT SUPERINTENDENT'S REPORT**

Assistant Superintendent Jo Mitchell presented an update on the new MAP testing program and the District's ability to warehouse the resulting data. It was noted that teachers are participating in training on the new program during October. Results of these tests will allow teachers to set goals for their students. Assistant Superintendent Mitchell said that at this point, elementary results will be presented at parent conferences. It was noted that IS Support Technician II Carel Strey has done some extraordinary work on the District's system regarding the warehousing of testing data.

### **SCHOOL BOARD REPORT**

There were no reports from the Board.

### **CONSENT AGENDA**

1. Unapproved Minutes of the Governing Board Regular Meeting – September 7, 2010
2. Unapproved Minutes of the Governing Board Special Meeting – September 21, 2010
3. Vendor Warrants – September 2010
4. Certificated Personnel Order as follows: Employment: Diana Torres, 1.0 FTE, Temporary, effective September 27, 2010. Resignation: Michelle Morris, 1.0 FTE, Probationary, effective October 13, 2010.
5. Classified Personnel Order as follows: Employment: Ann Hutchinson, Playground Supervisor, 0.25 hour daily, effective October 6, 2010; Folauihola Lauaki, Night Custodian, 8.0 hours daily, effective October 1, 2010; Jodi Prior, Instructional Aide, 1.75 hours daily and Playground Supervisor, 1.5 hours daily, effective October 12, 2010; Resignation: Carla Montoya Kirby, Bilingual Instructional Aide, 4.0 hours daily and Playground Supervisor, 1.5 hours daily, effective December 31, 2010
6. Resolution 10.11.7 Budgetary Increases and Transfers
7. Resolution 10.11.8 Budgetary Increases and Transfers Carryover 2009-10

**CONSENT AGENDA** (continued)

8. Approval of Change Order No. 1 for the Encinal Elementary School Modernization and Upgrades Project No. 001-10-01 in the amount of \$42,436.00
9. Approval of Change Order No. 1 for the Oak Knoll Elementary School Modernization and Play Field Project No. 004-10-01 in the amount of \$53,562.00
10. Approval of Change Order No. 10 for the Encinal School 4/5 Grade Classroom and Multipurpose Facility in the amount of \$19,263.83
11. Approval of the Storm-water Treatment Measures Construction and Maintenance Agreement between the City of Menlo Park and the Menlo Park City School District as related to the New Hillview Middle School Project Permit Process with the City
12. Ratification of the Contract Revision with Consolidated Engineering Laboratories for Geotechnical Inspection Services for the Laurel School New Classroom Building D and E Project, Contract Total not to exceed \$12,695.10
13. Approval of Substitution Request by Ralph Larsen and Son's Inc. to Substitute Noah Concrete Corp. with Ralph Larsen and Son's Inc. to Perform Concrete Work on Oak Knoll Project No. 004-10-01
14. Approval of Consent Agenda

It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolutions 10.11.7 and 10.11.8.

Board President Jeff Child asked for more clarification on Consent Agenda Item 11 regarding the Storm-water Treatment Measures Construction and Maintenance Agreement between the District and the City of Menlo Park. Facility Director Ahmad Sheikholeslami said that information will be provided regarding the Joint Use Agreement with the City of Menlo Park and there will be an opportunity for the Board and Administration to review the Agreement prior to his meeting with the City.

**CLOSED SESSION**

At 10:05 p.m. the Board met in closed session regarding Conference with Labor Negotiator Ken Ranella re: all bargaining units (CSEA, MPEA, and Unrepresented Employees) as per Government Code Section 54957.6; Public Employee Discipline/Dismissal/Release, as per Government Code Section 54957; Annual Evaluation of the Superintendent as per Government Code Section 54957, Public Employee Performance Evaluation (Superintendent).

**RECONVENE OPEN SESSION/REPORT ACTIONS TAKEN IN CLOSED SESSION**

The Board reconvened in open session at 10:45 p.m. President Jeff Child reported that the Board took action to accept the resignation of Reading Specialist Christie Goodin (.5 FTE).

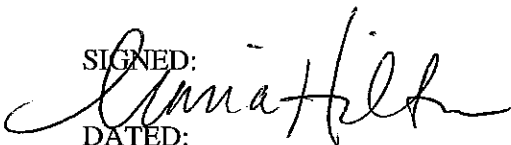
**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:50 p.m.

**FUTURE MEETINGS**

The next Regular Meeting of the Board is scheduled for November 16, 2010, at 6:00 p.m. in the District Office Board Room, 181 Encinal Avenue, Atherton.

SIGNED:



DATED:

11/16/10