

APPROVED
MINUTES OF THE
MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD

September 7, 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

The agenda was amended as follows: Item III. b, *Report on Summer Instruction Programs* was moved to precede Item III a, *Discussion and Report on District Testing from 2009-10 and Presentation of District Testing and Evaluation Program, entitled "Portfolio of Pupil Progress."*

DISCUSSION & REPORTS WITH ADMINISTRATORS

REPORT ON SUMMER INSTRUCTIONAL PROGRAMS

A summary of the summer programs offered at each school was presented for the Board. It was reported by the summer school staff that Oak Knoll School's program was designed around enrichment rather than remediation and was called *Summer Explorers*. The three locations visited by the students were Roaring Camp, the Exploratorium and the Tide Pools. A video showing highlights of the three trips was shared with the Board. Willy Haug, Assistant Principal noted that Hillview Middle School emphasized math and language arts skills. Principal Allison Liner reported that Encinal School's focus for its summer program was on reading and math. Linda Creighton, Principal, said that Laurel School's traditional summer program included reading, writing and math. Program Specialist Diane Matthews said that the Pre-school and Special Education students enjoyed having music and studying plants and even had their own "farmer's market." Superintendent Ranella acknowledged the administrators for taking the lead and creating their own unique programs, and said it will be exciting and interesting to explore programs for next year.

SCHOOL SAFETY PLANS

Superintendent Ranella noted that a discussion with the Board regarding safety plans at each District school was precipitated by two separate incidents that involved intruders on campus. A "lock-down" of the campus was put into effect on one of the occasions. Each administrator shared the plans that are in place in the event of this sort of incident. It was emphasized that it is important to be vigilant about unauthorized people on campus and to have all visitors on campus check in with the

SCHOOL SAFETY PLANS (continued)

school office and be identified by wearing a “visitor’s badge.” It was also noted that all construction workers are wearing orange vests to identify them.

REPORTS/DISCUSSION

DISCUSSION WITH PACIFIC PARC RESIDENTS REGARDING THE ANNEXATION OF THE TOWNHOUSE COMPLEX INTO THE DISTRICT

Superintendent Ranella summarized the background on this agenda item. Residents of the Pacific Parc Townhouse Complex continue to pursue becoming a part of the Menlo Park City School District. Currently Pacific Parc is located within the Ravenswood Elementary School District. When petitioned, both Ravenswood and Menlo Park opposed the transfer. The proposal was also rejected by the San Mateo County Committee on School District Reorganization. The County’s decision was then appealed to the California State Board of Education last spring. A decision was not reached when the State Board met and an opportunity for the residents of Pacific Parc to appeal for further consideration has been scheduled.

Several residents of the complex addressed the Board, their purpose being to request that, having heard their presentation, the Board would consider submitting a statement of support to the State Board. Superintendent Ranella said that he would collect feedback from the Board and perhaps agendize this matter again for the October 12 regular meeting of the Board.

DISCUSSION & REPORTS WITH ADMINISTRATORS (continued)

DISCUSSION AND REPORT ON DISTRICT TESTING FROM 2009-10 AND PRESENTATION OF DISTRICT TESTING AND EVALUATION PROGRAM, ENTITLED “PORTFOLIO OF PUPIL PROGRESS”

Assistant Superintendent Jo Sauer Mitchell reported on the preliminary results from the 2009-10 California Standardized Testing and Reporting (STAR) Program. Information shared with the Board included results of students’ performance on STAR taken in the spring of 2010; an analysis of under-performing students (students who have not reached proficiency on STAR) on District selected assessment for diagnosis and for assessing progress; and an analysis of under-performing tests and assessments according to “educational equity.” Assistant Superintendent Mitchell also reported on P³, *Portfolio of Pupil Progress*, and the student testing program that will be initiated in the District this fall. It was noted that the testing program is intended to provide diagnostic information for teachers and principals, enable parents to review and monitor their child’s progress over time, and inform the Community on the progress of the District in reaching its goals and accomplishing the defined mission of the District. Extensive discussion followed with the Board and Administrators. It was noted that because full testing results were not available for this presentation, further reports to the Board will occur at future meetings.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

ANNUAL REPORT ON COLLECTION OF DEVELOPER FEES

Chief Business Official Diane White reported on the revenue and expenditures in Fund 25, Developer Fees for 2009-10. Mrs. White reported that the beginning balance was \$370,745.06 and the ending balance was \$333,545.02.

ACTION

AUTHORIZATION FOR THE DISTRICT TO BEGIN THE RFP PROCESS TO IDENTIFY A CONTRACTOR FOR THE HILLVIEW PROJECT THROUGH THE LEASE-LEASEBACK PROCEDURES

A presentation by Facility Director Ahmad Sheikholeslami and the District's Construction Manager Ralph Caputo was made regarding use of the Lease-Leaseback Procedure to select a contractor for the Hillview Middle School project. It was noted that previously the District has engaged in open, competitive bidding in the selection of contractors. The Lease-Leaseback process is an efficient and approved and legal process by which to select a contractor for a construction project. It is being considered due to concern about the timeline for completion of construction of the Hillview campus by August 2012. Discussion with the Board followed. It was moved/seconded (Box/Rich) and the Board voted unanimously (5/0) to authorize the Superintendent to put together an RFP to initiate a lease-leaseback process for the Hillview construction project.

STAFF REPORTS

REPORT BY DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION

Facility Director Ahmad Sheikholeslami reported that currently the loose ends are being tied up for the elementary school sites. He noted that Encinal should be complete by the end of October, sod was to be installed at Laurel tomorrow and sod would be installed at Oak Knoll in about a month. He also noted that all of the modernization projects are on schedule. The Board requested an opportunity to review the construction budget. Mr. Sheikholeslami said that the preliminary budget would be presented in October with the final budget to be presented in November.

ACTION (continued)

REVIEW AND APPROVAL OF REPORT ON ACTUAL REVENUE AND EXPENDITURES FOR 2009-10

The report on the 2009-10 Unaudited Actuals was presented by Chief Business Official Diane White. This report is one of the most important financial reports because it demonstrates the fiscal conditions of the District at the close of books. The report included information on Revenue Sources, Expenditures, Per Pupil Expenditures, Site Expenditures,

REVIEW AND APPROVAL OF REPORT ON ACTUAL REVENUE AND EXPENDITURES FOR 2009-10 (continued)

Special Education costs, Staff Development, Property Taxes, Parcel Taxes, and Ending Fund Balance and comparisons with the previous school year. It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the Unaudited Actual Report for 2009-10.

CONSIDERATION OF INCREASES IN DISTRICT SERVICES AND AUTHORIZATION OF INCREASE IN EXPENDITURES

Superintendent Ranella shared information with the Board on the changing conditions of the District Budget that included new Federal revenue of \$465,839 that was enacted by Congress to reduce unemployment. He also presented considerations for short-term financial initiatives and an idea for a conceptual reorganization of the Budget. The report included examples of how conservative planning that went into the development of the Budget, increases in fund balances due to one-time revenue received from the State and Federal Government, relaxed restrictions by the State on the use of categorical funds, the unused designated fund balance to accommodate one-time financial impacts and an increase in the District Economic Uncertainty Fund from 12.1% to 15.1%. Superintendent Ranella noted that currently a total of \$1.67 - \$2.02 million is available.

A conceptual long-term strategy (three to five year plan) was also presented by Superintendent Ranella. A District Special Fund for Curriculum Leadership and Pupil Support Services, housed within fund 17, would be created by using one-time categorical and designated funds currently housed in the Fund Balance. It was noted that this fund would be used to provide curriculum coordinators in mathematics and language arts, fully develop the counseling/guidance program and provide additional psychologists and nurses. The primary intention of the fund would be to convert one-time revenue into personnel services that could be extended, adjusted or terminated based upon need and/or effectiveness. Superintendent Ranella indicated that he and Chief business Official Diane White would study this further and return to the Board for authorization for increases in District Services and increase in expenditures.

The Superintendent recommended the following actions by the Board to restore and improve services as funded by the new Federal revenue.

1. Classified Services: A new 1.0 FTE custodian (already Board authorized); four 3 ½ hour instructional aides for Hillview for campus supervision and additional instructional support for academies
2. Certificated Services: .8 FTE EL teacher as a one-year contractual teacher; .2FTE certificated employee to expand responsibilities previously provided through a classified parent liaison position as a one-time contractual certificated employee; a .5 FTE reading specialist for early intervention at the school with the largest primary student enrollment as a one-time contractual teacher

CONSIDERATION OF INCREASES IN DISTRICT SERVICES AND AUTHORIZATION OF INCREASE IN EXPENDITURES (continued)

3. Instruction and Assessment Services: *Restoration* of allocation for instructional materials to schools that was reduced in budget reductions; establishment of a fund for translation services; allocation for funds for the second year to support Educational Equity work (contract with BayCES and other staff development options); restoration of allocation for support of Tami Girskey as administrative consultant to the Spanish Immersion Program; development of a budget for implementation of the *P³, Portfolio of Pupil Progress Program*, which includes purchasing of tests and leadership training; restoration of the \$25,000 allocation to Technology Equipment for hardware.

It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved authorization of the expenditures of the new Federal revenue as recommended by the Superintendent.

RESOLUTION 10.11.2 ESTABLISHMENT OF THE GANN APPROPRIATIONS LIMIT

Each year the District must recalculate its prior year GANN appropriations and prepare an estimated appropriations calculation for the current fiscal year. It was moved/seconded (Rich/Box) and the Board unanimously (5/0) voted to adopt Resolution 10.11.2 *Establishing the GANN Appropriations Limit*. A roll call vote was taken.

PUBLIC HEARING AND ADOPTION OF RESOLUTION 10.11.3 ASSURANCE OF COMPLIANCE: 2010-11 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS INCENTIVE PROGRAM – ADEQUACY OF PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS

President Jeff Child declared the Public Hearing open. Hearing no response from the audience, the hearing was declared closed.

It was moved/seconded (Fitz/Box) and the Board voted unanimously (5/0) to adopt Resolution 10.11.3 *Assurance of Compliance – Adequacy of Pupil Textbook and Instructional Materials for 2010-11*. A roll call vote was taken.

RESOLUTION 10.11.4 CREDENTIAL ASSIGNMENTS

Superintendent Ranella informed the Board of the necessity for the District to have a Resolution in place which would provide for the assignment of certificated personnel outside their credential authorization, should the need arise. It was moved/seconded (Rich/Box) and the Board voted unanimously (5/0) to adopt Resolution 10.11.4 *for Assignment of Certificated Personnel Outside of their Credential Authorization*. A roll call vote was taken.

STAFF REPORTS

SUPERINTENDENT'S REPORT

The Superintendent updated the Board on the following:

- A report was presented on opening day enrollment with an update of enrollment and class size as of September 7. Superintendent Ranella reported that the total enrollment for the District was 2,627, up 95 students from the 2009-10 school year. A comprehensive analysis of enrollment was shared with the Board.
- Superintendent Ranella reported on the joint meeting with the Town of Atherton and City of Menlo Park regarding proposed restrictions on parking in the vicinity of Encinal School. Topics included restricting parking on Surrey Lane so that emergency equipment would be able to get in and out, the lack of off-street parking and parking at Encinal School and the District Office.
- Superintendent Ranella said that the District and the City of Menlo Park are working on development of a Joint Use Agreement for the use of District and City facilities.
- Superintendent Ranella noted that one of the challenges of the opening of school was registration for and the use of the District's new program, *SchoolFusion*.

ASSISTANT SUPERINTENDENT'S REPORT

Jo Sauer Mitchell, Assistant Superintendent, reported on the challenges of administering CELDT testing which is currently underway. As an example, she noted that the K-1 test takes 80 minutes per child and is a one-on-one process.

SCHOOL BOARD REPORT

There were no reports from the Board.

CONSENT AGENDA

1. Unapproved Minutes of the Governing Board Regular Meeting – August 17, 2010
2. Unapproved Minutes of the Governing Board Special Meeting – August 19, 2010
3. Vendor Warrants – August 2010
4. Reclassification of Temporary Teachers to Probationary as follows: Michelle Campbell, Yu-Loung Chang, Dylan Cline, Heather Davidson, Monique Donecho (0.5 FTE), Lisa Edberg (0.75 FTE), Maia Fjelland, Theresa Fox, Erin Gaine, James Green, Heidi Hendrickson, Tyler Hunsaker (0.67 FTE), Leah Leff, Vincent Lopez, Nancy Mitchell, Michelle Morris, Mimi Nguyen, Gillian Parkhurst, Moolani Ruiz, Laura Schuler

CONSENT AGENDA (continued)

5. Classified Personnel Order as follows: Employment: Gina Andrighetto, Instructional Aide, 3.0 hours daily, effective 8/23/10; Araceli Carriel, Playground Supervisor, 0.25 hour daily, effective 8/23/10 and Playground Supervisor, 0.25 hour daily, effective 8/31/10; Lupita Montoya, Instructional Aide, Bilingual, 2.0 hours daily, effective 8/23/10 and Playground Supervisor, 1.0 hour daily, effective 8/23/10
6. Authorization to Enter into an Agreement with Total Compensation Systems for Preparation of an Actuarial Study
7. Approval of Contract with Patton & Associates for Consulting Services
8. Approval of Change Order No. 1 for Hillview School – Interim Housing and Demo (Project No. 002-10-01) in the Amount of \$27,027.84
9. Notice of Completion for Hillview Middle School – Interim Housing and Demo Project No. 002-10-01
10. Resolution 10.11.5 Declaration of Surplus Equipment for Disposal

It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolution 10.11.5.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11.02 p.m.

FUTURE MEETINGS

The next Regular Meeting of the Board is scheduled for October 12, 2010, at 6:00 p.m. in the District Office Board Room, 181 Encinal Avenue, Atherton.

SIGNED:

DATED: