

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

August 17, 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 6:00p.m. All Board members were present.

**CONVENE CLOSED SESSION**

The Board moved into Closed Session regarding Conference with Legal Counsel – Anticipated Litigation as per Government Code 54954.7.

**RECONVENE OPEN SESSION/REPORT ACTIONS TAKEN**

The Board reconvened in Open Session at 6:45 p.m. President Jeff Child reported the action taken by the Board as follows:

“In closed session on August 17, 2010, the Board of Trustees took the following action: Item II. a., involves initiation of litigation. By a vote of 5 to 0, the Board voting “Aye,” authorized the District to initiate litigation and approve and ratify the retention of legal counsel. Once the litigation is formally commenced, the details of the litigation will be disclosed to any person upon inquiry.”

**REVIEW AND AMEND THE AGENDA**

The following revisions were made to the agenda: Item IX. c., *Report by Director of Facility Planning & Construction*, was moved to follow Item V., *Special Presentation by Architect of Design and Exterior Elevations – Hillview Middle School*; Item VIII. c., *Declaration of Need*, was moved to follow Item VII. a., *Recruitment and Selection of New Certificated Employees*; Item VIII. d., *Ratification of Appointment of Willy Haug as Assistant Principal of Hillview Middle School*, was moved to follow Item VIII. c., *Declaration of Need*. Superintendent Ranella noted that the Principals would be released as early as possible in the evening.

**SPECIAL PRESENTATION**

**PRESENTATION BY ARCHITECT OF DESIGN OF EXTERIOR ELEVATIONS – HILLVIEW MIDDLE SCHOOL**

Superintendent Ranella introduced Architect Erwin Lee and Facility Director Ahmad Sheikholeslami noting that the presentation tonight was a follow-up to the presentation made to the Board at its June 8 regular meeting regarding design options for the exterior of the new Hillview Middle School campus. The presentation provided more clarity regarding ideas for the exterior and included many static views of the campus. The Board engaged Mr. Lee and Mr. Sheikholeslami in discussion. Board Member Deborah Fitz requested that

**PRESENTATION BY ARCHITECT OF DESIGN OF EXTERIOR ELEVATIONS – HILLVIEW MIDDLE SCHOOL (continued)**

samples of actual materials and colors being considered be made available for review by the Board at a future Board meeting. Color consultant Jen Novak was also available for questions and comments from the Board. It was the consensus of the Board that they very much liked the ideas presented by Mr. Lee, and wanted plans to move forward.

**STAFF REPORTS**

**REPORT BY DIRECTOR OF FACILITY PLANNING & CONSTRUCTION**

Facility Director Ahmad Sheikholeslami updated the Board on construction in the District and the readiness of the elementary schools for opening day. He noted that while not all construction on the school sites would be complete, the schools would be ready for opening day on August 24, with minor finishing work to be completed thereafter. A request was made by Board President Jeff Child to be able to review the construction budgets for each school in a simplified format. Mr. Sheikholeslami said that he will be updating the budget beginning in September. Board Member Deborah Fitz acknowledged Dennis Hatfield, Maintenance, Operations and Transportation Supervisor, and his crew for their hard work and diligence. Superintendent Ranella also expressed his appreciation for the efforts of Mr. Sheikholeslami, Brenda Parella and Julie Van Sickle, of the RGM Construction Management Company, and Dennis Hatfield and his crew. It was noted that the building pods are in at Hillview, and actual building will commence when approval has been received from DSA. Information will be provided for the Board regarding “lease-lease back by Ralph Caputo of RGM at the September 7 Board Meeting. Mr. Hatfield summarized work that his crew will be accomplishing prior to August 24.

**COMMENTS FROM THE AUDIENCE**

District parent Elizabeth Ouren indicated that she wanted the Board to be aware that the Atherton Town Council will be considering taking away some of the parking on Middlefield Road. President Jeff Child said he appreciated Ms Ouren’s comment and suggested that it is important for District parents to let the Town of Atherton and the City of Menlo Park know how they feel about losing more parking in the vicinity of Encinal School.

**REPORTS/DISCUSSION**

**RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES**

Human Resource Specialist Kathryn Christopherson reported that the District hired a total of 19 new certificated employees for 2010-11. Ms Christopherson noted that 814 applications were received for the openings at the elementary schools compared to 397 applications received for 2009-10. It was also reported that 451 applications were received for the openings at Hillview Middle School. New certificated staff hired for 2010-11 include the following: at Encinal School – Anna Maria Martinez-Dominguez, new Kindergarten Immersion teacher, Michelle Campbell, 1<sup>st</sup> grade and Heidi Hendrickson, 5<sup>th</sup> grade; at Laurel School – Ashley Petrick, Kindergarten, Erin Gaine, 2<sup>nd</sup> grade and Monique Donecho, art program; at Oak Knoll School – Cooper Dinning, Kindergarten, Laura Schuler, K-2 Multi-Age program, Nandini (Nina) Nulman, 4<sup>th</sup> grade, Theresa Fox, 5<sup>th</sup> grade, Lisa Edberg, RSP teacher and Michelle Morris, Speech; at Hillview Middle School – Mimi Nguyen, 8<sup>th</sup> grade

## **RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES**

(continued)

English, Yu-Loung Chang, 6<sup>th</sup> grade Math/Science, Nancy Mitchell, 7<sup>th</sup> grade Math/Science, Maia Fjelland, 6<sup>th</sup> grade Math, James Green, 6<sup>th</sup> grade Science, Rebecca Jasmin, 7<sup>th</sup> grade Science and Tyler Hunsaker, Choral/Theater Arts.

The suggestion that more diversity be incorporated into the District's recruitment process was noted in discussion with the Board. Also, Board President Jeff Child said it will be beneficial for the District if the recruitment/hiring process begins earlier next year than it did this year.

### **ACTION**

#### **DECLARATION OF NEED**

It is a requirement of the Commission on Teacher Credentialing that school districts anticipating a need for fully qualified educators file a Declaration of Need with the Commission. It was moved/seconded (Fitz/Rich) and the Board voted unanimously (5/0) to approve the Declaration of Need.

#### **RATIFICATION OF APPOINTMENT OF WILLY HAUG AS ASSISTANT PRINCIPAL OF HILLVIEW MIDDLE SCHOOL**

It was moved/seconded (Fitz/Rich) and the Board unanimously approved the ratification of the appointment of Willy Haug as Assistant Principal of Hillview Middle School. It was noted that Mr. Haug's appointment followed a comprehensive recruitment and selection process.

#### **APPROVAL OF DISTRICT RESPONSES TO THE SAN MATEO COUNTY GRAND JURY REPORTS**

Two investigations regarding public school districts in San Mateo County were recently published by the San Mateo County Civil Grand Jury. One addressed the costs of Special Education and level of encroachment upon general funds, and the other analyzed the operation of Citizen Oversight Committees that review and monitor the use of funds generated through Proposition 39 bonds. The District response to these reports was presented for approval by the Board. It was moved/seconded (Box/Rich) and the Board unanimously (5/0) approved the District Responses to the San Mateo County Civil Grand Jury.

### **REPORTS/DISCUSSION** (continued)

#### **NEW DISTRICT WEBSITE**

Superintendent Ranella noted that over the summer, Board Member Laura Rich and Instructional Technology Coordinator Toni Baroni redesigned the District website employing the web-based program SchoolFusion. Board Member Rich reviewed the District website for the Board, highlighting the many new features that will be available for interaction of parents, students and teachers. Mrs. Rich noted that SchoolFusion will replace Constant Contact for communications and that the website will now distinguish between each school and its Parent Teacher Organization and will align and coordinate all of the websites in the District. Superintendent Ranella said that, due to the many features of the new website, this item will be agendized for further discussion at a future Board meeting.

**ACTION** (continued)

**REVIEW OF CUSTODIAL SERVICES FOR 2010-11; CONSIDERATION OF ADDITIONAL POSITION**

Superintendent Ranella and Dennis Hatfield, Maintenance, Operations and Transportation Supervisor, discussed expanded needs for maintenance and custodial services and the need for a new custodial position for the 2010-11 school year. Information was presented on the actual differences in the new facilities and time needed to maintain them. It was moved/seconded (Rich/Box) and the Board voted unanimously (5/0) to approve the addition of a new custodial position.

**REPORTS/DISCUSSION** (continued)

**REPORT ON REVISIONS TO CERTIFICATED EVALUATION PROCESS**

Superintendent Ranella reported that revised provisions for the evaluation of certificated employees were negotiated last year by the District and the Menlo Park Education Association. The new procedures include the manner by which annual goals are submitted to administrative evaluators, the regularity of formal evaluations, criteria for evaluation that includes both academic progress of students and the progress of teachers in developing skills and abilities reflective of the California State Standards for the Teaching Profession.

**REVIEW OF OPEN ENROLLMENT PROGRAM – DIRECTION – REVIEW OF POLICY**

This legislation provides open enrollment for parents of students outside the District in low performing schools. It was noted by Superintendent Ranella that the State's Open Enrollment Program will not be effective until the 2011-12 school year. The Governing Board adopted Board Policy 5118 *Attendance – Open Enrollment Act* at its June 8, 2010, meeting. Superintendent Ranella noted that it is necessary for Administrative Regulations for this policy to be developed, and that more specificity is needed in the policy itself. This will be brought back to the Board at a future meeting.

**ACTION** (continued)

**ADOPTION OF RESOLUTION 10.11.1 FOR SENATE CONSTITUTIONAL AMENDMENT 6 (SIMITIAN)**

State Senator S. Joseph Simitian recently authored Senate Constitutional Amendment 6 (SCA 6) which would allow school districts, community college districts, and county offices of education to pass a parcel tax with a 55 percent majority vote rather than the currently required two-thirds. It was moved/seconded (Rich/Hilton) and the Board voted unanimously to adopt Resolution 10.11.1 in Support of SCA 6.

**ACTION** (continued)

**NOMINATION FOR CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) 2010  
OUTSTANDING LEGISLATOR OF THE YEAR**

It was moved/seconded (Fitz/Rich) and the Board unanimously (5/0) voted to nominate Senator S. Joseph Simitian as California School Boards Association Outstanding Legislator of the Year – 2010.

**STAFF REPORTS**

**SUPERINTENDENT'S REPORT**

The Superintendent updated the Board on the following:

1. As of September 1, 2010, Anne Campbell, former Superintendent of the Portola Valley School District, will take office as the new San Mateo County Superintendent of Schools.
2. The District's projected Kindergarten enrollment for 2010-11 is 350. Superintendent Ranella reported that a considerable number of students were moved from Laurel and Encinal Schools to Oak Knoll School by means of the Intradistrict Transfer process. These moves were both voluntary (requested) and involuntary (no space at the home attendance school). The estimated enrollment for the District is 2,630.
3. A contract is being developed so that the District can continue its work on educational equity. Superintendent Ranella said he has asked PTO Council President Elizabeth Katz to assist the District with the issue of equity.
4. Superintendent Ranella informed the Board that reports on the summer instructional programs and a review of STAR and student achievement for 2009-10 will be presented at the September 7 regular meeting of the Board.
5. The ribbon cutting ceremonies for the new facilities at the elementary schools are scheduled as follows: Laurel School, August 23 at 9:00 a.m.; Encinal School, August 23 at 1:30 p.m.; and Oak Knoll School, August 31 at 6:00 p.m., prior to Oak Knoll's Back-to-School Night.
6. Superintendent Ranella noted that with the short preparation time for teachers to get their rooms ready for the opening of school there would not be an "opening day breakfast" meeting as in the past. There will be a full District meeting on September 16 which will focus on "where we are, where we need to go, and issues of equity."

**ASSISTANT SUPERINTENDENT'S REPORT**

Jo Sauer Mitchell, Assistant Superintendent, reported that the instructional focus for 2010-11 will be math. Mrs. Mitchell noted that the articulation between the upper Elementary and Middle School will be of extreme importance, as will articulation between the K-5 grades. Using assessment materials, teachers will focus on how they will use the new program materials. A self-study in the area of Reading/Language Arts will also be done in 2010-11. Assistant Superintendent Mitchell also reported on the development of an in-house program for housing student achievement data. This system has been designed by Carel Strey, Information Services Tech II that shows how students are doing – by teacher, by class – which will be an invaluable tool. The new system is linked to Power School, the District's student data system, replaces SCHoolPlan and does exactly what the District needs it to do.

## **SCHOOL BOARD REPORT**

There were no reports from the Board. Liaison assignments for the Board were confirmed as follows:

- Laurel School -- Laura Rich
- Encinal School -- Mark Box
- Oak Knoll School -- Jeff Child
- Hillview Middle School -- Deborah Fitz

## **CONSENT AGENDA**

1. Unapproved Minutes of the Governing Board Regular Meeting -- June 8, 2010
2. Vendor Warrants -- June 2010
3. Vendor Warrants -- July 3010
4. Certificated Personnel Order as follows: Employment: Johnna Becker, 0.2 FTE, Permanent, effective August 19, 2010; Susan Blanco, 0.4 FTE, Permanent, effective August 19, 2010; Michelle Campbell, 1.0 FTE, Temporary, effective August 18, 2010; Yu-Loung Chang, 1.0 FTE, effective August 18, 2010; Cooper Dinning, 1.0 FTE, Temporary, effective August 18, 2010; Monique Donecho, 0.5 FTE, Temporary, effective August 18, 2010; Lisa Edberg, 0.75 FTE, Temporary, effective August 18, 2010; Maria Fjelland, 1.0 FTE, Temporary, effective August 18, 2010; Erin Gaine, 1.0 FTE, Temporary, effective August 18, 2010; James Green, 1.0 FTE, Temporary, effective August 18, 2010; Heidi Hendrickson, 1.0 FTE, Temporary, effective August 18, 2010; Tyler Hunsaker, 0.67 FTE, Temporary, effective August 18, 2010; Rebecca Jasmin, 1.0 FTE, Temporary, effective August 18, 2010; Nancy Mitchell, 1.0 FTE, Temporary, effective August 18, 2010; Mimi Nguyen, 1.0 FTE, Temporary, effective August 18, 2010; Nandini Nulman, 1.0 FTE, Temporary, effective August 18, 2010; Ashley Petrick, 1.0 FTE, Temporary, effective August 18, 2010. Resignation: Joy Shmueli, 1.0 FTE, Permanent, effective July 30, 2010.
5. Classified Personnel Order as follows: Employment: Lisa Evans, Playground Supervisor, 0.50 hour daily, effective August 23, 2010; Dorothy Lopez, Instructional Aide, 0.25 hour daily, effective August 23, 2010; Cathy Petersen, Instructional Aide, 0.25 hour daily, effective August 23, 2010.
6. Ratification of License of Agreement for SchoolFusion
7. Ratification of Lease with Sharp Business Services for Copy Machines throughout the District
8. Approval of Agreement for Services between the Redwood City School District and the Menlo Park City School District -- Provision of Lunches Meeting United States Department of Agriculture Nutritional Standards
9. Ratification of Agreement for Consulting Services with Gabel Associates, LLC for Building Energy Analysis for the New Hillview Middle School
10. Approval of Agreement for Inspection Services -- George Kalligeros, d.b.a. Elmast Construction Inspection Services -- Hillview Middle School Increment 1 Project
11. Approval of Change Order No. 9 for the Encinal 4<sup>th</sup>/5<sup>th</sup> Grade Classroom and Multipurpose Facility Project No. 001-08-12 in the Amount of \$83,784.87
12. Approval of change Order No. 7 for Oak Knoll 4<sup>th</sup>/5<sup>th</sup> Grade Classroom and Multipurpose Facility Project No. 004-08-01 in the Amount of \$111,293.00
13. Notice of Completion for Encinal Elementary School -- Portable Disconnect Project No. 001-10-02
14. Notice of Completion for Oak Knoll School -- Portable Disconnect Project No. 004-10-03

It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the Consent Agenda.

**WRITTEN REPORTS**

The following written communications were received by the Board:

- Quarterly Report on Williams Uniform Complaints (covering period of 4/1/10 – 6/30/10)
- San Mateo County Monthly Investment Report – July 19, 2010
- San Mateo County Monthly Investment Report – August 10, 2010

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:22 p.m.

**FUTURE MEETINGS**

The next Regular Meeting of the Board is scheduled for September 7, 2010, at 6:00 p.m. in the District Office Board Room, 181 Encinal Avenue, Atherton. A Special Meeting of the Board is scheduled for August 19 at 1:00 p.m.

SIGNED:



DATED:

9/7/10