

APPROVED
MINUTES OF THE

MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD

September 9, 2009, Regular Meeting

Board Room
District Office
181 Encinal Avenue, Atherton, California

CALL TO ORDER AND ROLL-CALL

The regular meeting was called to order at 6:06 p.m. All Board members were present.

REVIEW AND AMEND THE AGENDA

Superintendent Ranella suggested that Agenda Item V. a., *Report on the Summer Institute for 2009* be tabled for a future meeting as Summer School Principal Bets McKnight was unable to attend tonight's Board Meeting. It was the consensus of the Board to agendaize the item for the next regular meeting of the Board.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

1. School Board Regular Meeting Minutes of August 18, 2009
2. Vendor Warrants – August 2009
3. Classified Personnel Assignment Order as follows: Resignation: Christina Dominguez-Marsh, Playground Supervisor, 1.3 hours daily, effective August 25, 2009, and Instructional Aide, 1.0 hour daily, effective August 25, 2009; Remona Murray, Playground Supervision, 1.0 hour daily, effective August 21, 2009
4. Approval of Change Order No. 6 (Final) for the Teacher Education Resource Center (TERC) Project No. 001-08-02 in the amount of \$55,186.85
5. Contract Augmentation with Bay Area Geotechnical Group for Consulting Services, not to exceed \$2,000.00
6. Resolution 09.10.4 Approving Employee Benefits Services & Advisors, Inc., as Third Party Administrator and General Compliance Service Operator and National Benefits Services, LLC as Common Remitting Services Operator
7. Resolution 09.10.5 Budgetary Increases and Transfers

It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolutions 09.10.4 and 09.10.5.

SPECIAL REPORT/ACTION

DESIGN OPTIONS FOR HILLVIEW MIDDLE SCHOOL

Director of Facility Planning and Construction Ahmad Sheikholeslami and Architect Erwin Lee reviewed design options under consideration for Hillview Middle School. Information was presented on updates for the layout of the Administration Building, the Learning Center/Student Services facility and further development of the expanded Industrial Technology and Art program. Extensive discussion regarding possible locations of the Tinker Park Playground also took place. It was moved/seconded (Rich/Box) and unanimously (5/0) approved by the Board that the Tinker Park Playground be included into the Hillview plan at a location near its current site with the allotment of the land and architectural design being the responsibility of the District. As redevelopment of Tinker Park Playground was not defined in the District's list of projects required for a Proposition 39 Bond, the Board was not able to direct the District to expend Bond funds for this project. It was noted that the expectation of the Board is that the City of Menlo Park will be financially responsible for the relocation of Tinker Park.

STAFF REPORTS

SUPERINTENDENT'S REPORT

The Superintendent's Report to the Board included the following:

1. Superintendent Ranella reported on activities related to the opening of school. Dennis Hatfield, Supervisor of Maintenance, Operations and Transportation, was acknowledged for successfully overseeing the efficient relocation of Encinal teachers into their classrooms in the midst of construction on the campus.
2. It was noted that bus routes have been changed in order to meet the challenges of transporting students to and from school while construction on the campuses is ongoing.
3. Superintendent Ranella noted that the District's new student data management system, Power School, has been launched and is in operation.
4. Superintendent Ranella said that a meeting had been held with representation from the PTO and the Menlo Park Education Foundation to discuss how to best cooperate with each other in fund raising efforts for the District.
5. Superintendent Ranella presented information about the recent meeting that he, Dennis Hatfield and Ahmad Sheikholeslami had with residents of Vine Street and University Park. Construction projects for Oak Knoll planned for next summer were outlined for the neighbors.
6. Superintendent Ranella reported that the District will be working with Bay Area Coalition for Equitable Schools (BayCES) in order to address underperforming students. BayCES helps districts and schools with coaching services for leadership teams to interrupt existing paradigms of race and class biases in public education. October 2 and 3 has been scheduled for the initial meeting with BayCES and staff.

SUPERINTENDENT'S REPORT (continued)

7. Superintendent Ranella said that the District's recent application to the California Department of Education for a *Qualified School Construction Bond* (QSCB) was not selected. This would have allowed the District to issue a federal tax credit bond in the maximum principal amount of the District's unissued bonds, \$22.8 million. QSCBs are provided to school districts through the Federal Stimulus Bill to pay the interest obligation on their local bonds.
8. Superintendent Ranella noted that the District was recently notified by the San Mateo County Superintendent of Schools that the California Department of Education recommended to the California State Board of Education that the appeal regarding the proposed transfer of territory (Pacific Park) from the Ravenswood City School District to the Menlo Park City School District be denied. The Pacific Park property is located entirely within the Ravenswood School District.
9. Encinal School will host the Silicon Valley Mathematics Initiative's (SVMI) Lesson Study Induction meeting on September 10. The orientation to the lesson study process will be attended by teachers from 16 districts along with leaders from SVMI and will observe and reflect on lesson demonstrations in Encinal classrooms. Encinal's fourth grade team received a grant of \$4,000 to engage in lesson study which began as a professional development process in Japan and involves research on best practices, lesson observations, inquiry-based data analysis and collaborative refinement of methods.
10. Superintendent Ranella said that he, Hillview Principal Mike Melton and Assistant Superintendent Jo Mitchell would be visiting Matt Zitto, Principal of Menlo-Atherton High School tomorrow continuing the long-time collaboration that the District has had with Menlo-Atherton.
11. Information was distributed to the Board regarding the October 9th SF² Regional Meeting that will be held in the Palo Alto Unified School District Board Room. Board Members were asked to let Carol Metzler know if they would like to attend so reservations can be made.

ASSISTANT SUPERINTENDENT'S REPORT

Assistant Superintendent Jo Sauer Mitchell reported that the "FLAP" (Foreign Language Assistance Program) Grant recently applied for by the District did not receive funding. The purpose of the Grant funding was to continue and expand the District's global language project, *Spanish for All*, to serve all District students. Ms Mitchell also reported on plans to monitor progress of all students who scored at performance levels below Proficient on the May 2009 STAR in English/Language Arts and Mathematics.

FACILITY PROGRAM MANAGER REPORT

Ahmad Sheikholeslami, Facility Program Manager, updated the Board on the following:

- Encinal: The 4/5 Classroom and Multi-purpose Building project is proceeding smoothly. The contractor is completing steel erection and working on rough

FACILITY PROGRAM MANAGER REPORT (continued)

framing, electrical, and mechanical. The modernization work should be completed in October. The Architect will present the scope and concepts for the remaining modernization work at Encinal at the next Board meeting. This will include the front entry work, covered walkways, lunch shelter, area in front of the library and minor interior work

- TERC (Teacher Education Resource Center): The Contractor is working on project completion items.
- Laurel School: The construction project for the new classroom buildings is proceeding smoothly. The Contractor is working on the foundation and site utilities.
- Oak Knoll School: Other than the issues (Change Order work) encountered in the summer, the 4/5 Classroom and Multi-purpose Building project is proceeding well and on schedule. The Contractor is completing steel erection and working on rough framing, electrical, and mechanical. The Architect is submitting the modernization package to DSA for review. The work scope includes demolition, new windows, doors/hardware, playground/field, reconfigured parking lot, and some new office and building modification.
- Other: The Director also discussed the state of the funding allocation and related State budget issues. The District will look into alternative financing options if the State monies are not funded in a timely manner. Currently, the State has approved approximately 11 million dollars of unfunded new construction monies to the District. The Director also indicated that with actual cost to date and approved state allocation, the District budget will be updated and presented to the Board at the November Board meeting. The District will also be evaluating Statement of Qualification (SOQ) for solar system providers later in the month. The Board will be updated at the next meeting in regards to the selection process.

SCHOOL BOARD REPORTS

There were no reports from the Board.

REPORTS/DISCUSSION ITEMS

UPDATE ON DEVELOPMENT OF LOCAL PERFORMANCE INDEX

Superintendent Ranella presented the Board with an update on progress of the development of the Local Performance Index that he, Board Member Laura Rich and Assistant Superintendent Jo Mitchell have been working on with Applied Survey Research, an evaluation consulting agency, since last spring. A product of that study will be a portfolio of assessments that will inform teachers and principals of instructional decisions, provide a variety of data by which parents may review student progress and achievement and assess and benchmark District progress as a full organization on the accomplishment of the District Mission. Superintendent

UPDATE ON DEVELOPMENT OF LOCAL PERFORMANCE INDEX (continued)

Ranella noted that this work will allow the District to “learn how to use data to see how we are doing what we are doing.” Superintendent Ranella shared a PowerPoint presentation relative to the progress of the committee. Extensive discussion with the Board followed.

OVERVIEW OF DISTRICT PERFORMANCE ON STAR, SPRING 2009

Assistant Superintendent Jo Sauer Mitchell reported on the preliminary results of the 2009 California Standardized Testing and Reporting (STAR) Program. Information presented for the Board included an overview of the components of the STAR: 1) California Standards Tests (CST) which covers reading, writing, and math for grades 2 through 8, history/social science in grade 8, and science in grades 5 and 8. An essay is written by 4th and 7th graders as a small part of the English-Language Arts section of the CST; 2) California Modified Assessment (CMA) gives students with disabilities greater access to demonstrate their achievement of the California content standards in English-language arts, math, and science. The CMA is offered to students in grades 3-5 and to middle school students. 3) Students with significant disabilities who are enrolled in special education programs and are not able to take the CST or CMA take the California Alternate Performance Assessment (CAPA). Ms Mitchell noted that, in general, this is a year of positive growth across the District. The percentage of students scoring at the advanced performance level increased at every grade for general Math, History/Social Science and Science, and in all but one grade level, in Language Arts. Areas of relative strength along with areas of relative weakness were reported. When the 2009 Accountability Progress Reporting (APR) results are released on September 15, included will be the 2009 Growth Academic Performance Index (API) Report and the Adequate Yearly Progress (AYP) report. A review and analysis of the District’s data along with comparable districts will then be possible and will be reported at the next Governing Board Meeting.

ANALYSIS OF DISTRICT ENROLLMENT, 2009-10

A comprehensive report, comparing enrollment and average class size as of September 8 with that of opening day (August 25) enrollment, was presented by Superintendent Ranella. Total enrollment was 2,537, up 126 students from the 2008-09 school year. Superintendent Ranella also shared a comprehensive enrollment analysis of the District.

DEVELOPMENT OF DISTRICT PLAN FOR H1N1 FLU VIRUS

Superintendent Ranella reported on the development of a District Plan for addressing a potential H1N1 Flu Pandemic. Former Hillview Middle School Principal Mike Moore has worked on the initial plan for the District. Components of the Plan will include roles and responsibilities of all personnel, operation of the district business program, systems of surveillance to identify students with the flu, operation of instructional programs if schools are closed and several other district systems and operations. Superintendent Ranella said that completion of the Plan, training of staff and communication with parents is a priority of the District.

REVIEW SCOPE AND OPERATION OF DISTRICT ADVISORY COUNCIL

The District Advisory Council (DAC) has for many years operated for the purposes of communication among School Site Councils and as a compliance requirement of some categorical funds for which the District makes application. Up until now, the purpose of the DAC, as authorized by the California Department of Education, has been to provide a parent advisory process in a single committee rather than have several advisory committees which are required for the categorical programs that the District operates. Superintendent Ranella presented an abstract of the revised/expanded operation of the DAC, outlining its purposes and operations. Information was presented on membership, purposes, meetings, challenges and reporting for the DAC. The DAC will be co-chaired by the Assistant Superintendent of Curriculum and Instruction and the Director of Student Services.

ANNUAL REPORT ON COLLECTION OF DEVELOPER FEES

Chief Business Official Diane White reported on the revenue and expenditures in Fund 25, Developer Fees for 2008-09. The beginning balance was \$444,512.17 and the ending balance was \$370,745.06. Mrs. White noted that \$22,000 of the loss is attributable to the Lehman loss. The 2009/10 budget is for fees that are conservatively projected at \$200,000.

ACTION

REVIEW AND APPROVAL OF REPORT ON ACTUAL REVENUE AND EXPENDITURES FOR 2008-09

The report on the 2008-09 Unaudited Actuals was presented by Chief Business Official Diane White. The report included information on Revenue Sources, Expenditures, Per Pupil Expenditures, Site Expenditures, 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 Actuals for 2008-09.

RESOLUTION 09.10.6 – ESTABLISHING 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 09.10.6 *Adopting the GANN Appropriations Limit*. A roll call vote was taken.

PUBLIC HEARING AND ADOPTION OF RESOLUTION 09.10.7 – ASSURANCE OF COMPLIANCE: 2009-10 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS INCENTIVE PROGRAM – ADEQUACY OF PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS

President Deborah Fitz declared the Public Hearing open. Hearing no response from the audience, the hearing was declared closed.

It was moved/seconded (Box/Child) and the Board voted unanimously (5/0) to adopt Resolution 09.10.7 *Assurance of Compliance – Adequacy of Pupil Textbook and Instructional Materials for 2009-10*. A roll call vote was taken.

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/Hilton) and the Board voted unanimously (5/0) to adopt Resolution 09.10.8 *for Assignment of Certificated Personnel Outside of their Credential Authorization*. A roll call vote was taken.

CONVENE CLOSED SESSION

The School Board moved to Closed Session at 10:08 p.m. regarding Public Employee/Discipline/Dismissal/Release, as per Government Code Section 54957; Annual Evaluation/Employment (Superintendent) as per Government Code Section 54957 (b), Public Employee Performance Evaluation.

RECONVENE IN OPEN SESSION/ANNOUNCEMENT OF ACTION TAKEN

The meeting was reconvened in open session by President Deborah Fitz at 11:30 p.m. Board President Deborah Fitz reported that no actions were taken in Closed Session.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:31 p.m.

FUTURE MEETINGS

The next Regular School Board meeting is on October 13, 2009, at 6:00 P.M. in the Board Room at District Office. A Special Meeting – Closed Session: Superintendent’s Goal Setting is scheduled for September 17, 2009, at 12:00 p.m.

SIGNED:

DATED: