APPROVED

MINUTES OF THE

MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD

August 18, 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 6:02 p.m. All Board members were present as well as members of the Administration and Community.

REVIEW AND AMEND THE AGENDA

There were no amendments to the agenda.

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 June 9, 2009
2. Vendor Warrants – June 2009
3. Vendor Warrants – July 2009
4. Certificated Personnel Order as follows: Employment: Dylan Cline, 1.0 FTE, Temporary, effective August 14, 2009; Jonathan Coldoff, 1.0 FTE, Permanent, effective August 17, 2009, Judy Fairbrother, 1.0 FTE, Permanent, effective August 14, 2009; Resignation: Noelle Gonsalves, 1.0 FTE, Permanent, effective August 3, 2009; Retirement: Joannie Woodard, 1.0 FTE, Permanent, effective June 11, 2009
5. Classified Personnel Assignment Order as follows: Retirement: Carl Jones, Day Custodian, 8.0 hours daily, effective December 30, 2009
6. Agreement for Legal Services – Fagen Friedman & Fulfrost LLP, 2009-10 School Year (as needed for Student Services Department)
7. Ratification of Agreement for Services between the Redwood City School District and Menlo Park City School District – Provision of Lunches Meeting United States Department of Agriculture Nutritional Standards
8. Approval of Change Order No. 4 – Encinal School 4th/5th Grade Classroom and Multipurpose Facility No. 001-08-12 in the amount of $28,856.77
9. Approval of Change Order No. 5 for the Teacher Education Resource Center (TERC) Project No. 001-08-02 in the amount of $52,487.42
10. Approval of Change Order No. 2 – Oak Knoll School 4th/5th Grade Classroom and Multipurpose Facility No. 004-08-01 in the amount of $178,717.00

CONSENT AGENDA (continued)

11. Ratification of Contract with D. L. Falk Construction, Inc., for the Laurel Elementary School – New Classroom Building D & E (Project #003-09-01) in the Amount of $4,382,000
12. Approval of Request by D. L. Falk Construction, Inc., for Framing Contractor Substitution on the Teacher Education Resource Center (Project No. 001-08-02)
13. Approval of Request by D. L. Falk Construction, Inc., for Dry Wall Contractor Substitution on the Teacher Education Resource Center (Project 001-08-02)
14. Approval of Request by Gonsalves and Stronck Construction, Inc., for Concrete Placement Contractor on the Oak Knoll Elementary 4/5 Classroom and Multipurpose Facility (Project 004-08-01)
15. Ratification of Contract with Bay Area Geotechnical Group to Provide Professional Consulting Services for the New Hillview Middle School Project, Not to Exceed $7,000
16. Resolution 09-10-01 Budgetary Increases and Transfers

It was pointed out that a typographical error had been made for Consent Item No. 11, *Ratification of Contract with D. L. Falk Construction, Inc., for the Laurel Elementary School – New Classroom Building D & E (Project #003-09-01) in the Amount of $4,382,000*. The amount had been incorrectly shown as $4,382.00. The correction was noted and it was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolution 09.10.01.

SPECIAL PRESENTATION/ACTION

RESOLUTION 09-10-02 AUTHORIZING THE COMPLETION AND SUBMISSION OF AN APPLICATION FOR QUALIFIED SCHOOL CONSTRUCTION BOND ALLOCATION FROM THE CALIFORNIA DEPARTMENT OF EDUCATION

Several new ways are provided to school districts by the federal stimulus bill, the "American Recovery and Reinvestment Act of 2009 passed in February 2009, to pay the interest obligation on its local bonds. Financial Advisor Charlie Feinstein of De La Rosa & Company presented information for the Board on *Qualified School Construction Bonds* (QSCBs). QSCBs may only be issued by a school district upon a grant of allocation by the California Department of Education (CDE). Mr. Feinstein noted that the purpose of Resolution 09-10-02 is to authorize and direct staff to prepare and file an application with the California Department of Education to seek an allocation of authority to issue these federal tax credit bonds in the maximum principal amount of the District's unissued bonds, $22.8 million. Mr. Feinstein said that applications by school districts must be received no later than August 25, 2009, for no more than $25 million of tax credit bond authority per district. December 31, 2009, is the CDE deadline by which bonds must be issued. Mr. Feinstein said that if the District is awarded an allocation the costs and how the bonds can be sold will be analyzed and a recommendation will be made regarding issuing the QSCBs.

It was moved/seconded (Box/Rich) and the Board unanimously (5/0) voted to adopt Resolution 09.10.02, Authorizing the Completion and Submission of an Application for Qualified School Construction Bond Allocation from the California Department of Education. A roll call vote was taken.

PRESENTATION ON PHOTOVOLTAIC SOLAR SYSTEM AND POWER PURCHASE AGREEMENT FOR THE MENLO PARK CITY SCHOOL DISTRICT

A presentation was made for the Board by Phil Henderson of Orbach, Huff and Suarez on the benefits and challenges of the installation of a Photovoltaic (PV) Solar System at all four district schools. Included in the presentation was information on the legal aspect of power generation, financing, power purchase agreement, and process by which a school district must go through to implement a PV system. A thorough review of all aspects of installation of a Photovoltaic Solar System is currently underway. Mr. Henderson said that the District has issued a Request for Qualification (RFQ) to determine a suitable PV system. The Board expressed a definite interest in pursuing this.

ACCEPTANCE OF COMMITMENT BY AYSO REGION 109 FOR DONATION TO HILLVIEW SYNTHETIC FIELD

Superintendent Ranella announced that the Board of Directors of AYSO Region 109 adopted a resolution at its June 9, 2009, Board Meeting to make a commitment for a donation to the Menlo Park City School District in the range of $75,000 to $150,000 for installation of a synthetic turf field at Hillview Middle School, with funds to be paid on or about May 1, 2012. It was moved/seconded (Box/Rich) and the Board voted unanimously to accept the donation from AYSO Region 109 for Hillview's synthetic field.

STAFF REPORTS

HUMAN RESOURCE SPECIALIST REPORT

Kathryn Christopherson, Human Resource Specialist, reported that the District hired a total of eleven new certificated employees for 2009-10. New hires include Nicole Scott, the new Elementary Counselor serving both Encinal and Oak Knoll Schools. In addition to the new Counselor, Encinal hired six new teachers: Leah Leff, Michelle Takeuchi and Moolani Ruiz who are joining the 3rd grade team. Gillian Parkhurst and Lori Sullivan will be part of the 5th grade team, and Maria Calabria will take over as the new Spanish Specialist. Laurel has Benjamin Salas-Velasco and Angela Vereau in its two new Spanish Immersion positions. Judy Fairbrother is welcomed back to Laurel as a new 1st grade teacher. Dylan Cline joined the 4th grade team at Oak Knoll. It was also noted that Laurel School and Hillview Middle School each has a new Principal, Linda Creighton and Mike Melton.

DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION

Ahmad Sheikholeslami, Director of Facility Planning and Construction, updated the Board on preparation of District schools for their August 25 opening along with a construction update as follows:

- The Teacher Education Resource Center (TERC) located on the Encinal campus is occupied. Miscellaneous finishing work, landscaping/painting and parking lot striping is in process.
- Encinal's modernization includes windows, doors/hardware installation, painting and clean-up fencing. This work is ongoing and will be completed to open school.
- The structural steel framing and rough electrical work is ongoing at the 4/5 complex at Encinal.
- At Oak Knoll, the drop-off pick-up area is complete, as is the kindergarten area. Landscaping, fencing, street repairs, stripping and exterior lights are in process.

DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION (continued)

- Structural steel, framing and rough electrical work is ongoing for the 4/5 complex at Oak Knoll.
- At Laurel School, demolition is complete, portables have been reconnected and preparation of slabs and utility work is ongoing for the new buildings.
- State funding: The State has approved $5.6 million for Encinal new construction. This is an unfunded approval until the State resolves its funding issues. Oak Knoll will be submitted to SAB in August; Laurel is being reviewed at the Office of Public Construction (OPSC); Modernization at Encinal is in the process of being submitted; and Hillview is the only project left to be submitted.

Mr. Sheikholeslami noted that by fall of 2010 all elementary school projects, including fields, should be complete.

Superintendent Ranella expressed his appreciation to Dennis Hatfield, Supervisor of Maintenance, Operations and Transportation, and his team of workers for their efficient accomplishment of moving staff into the TERC and teachers into their classrooms.

Board Member Laura Rich took a moment to acknowledge the recent passing of David Coldoff who had been a facility project manager for the Menlo Park City School District.

CHIEF BUSINESS OFFICIAL'S REPORT

Diane White, Chief Business Official, reported that she is currently working on closing out the budget for the 2008-09 school year. Mrs. White presented information regarding the District Budget and the State Budget which included a comparison of revenue, expenditures and fund balance for 2008/2009, 2009/2010 and 2010/2011.

SUPERINTENDENT'S REPORT

The Superintendent updated the Board on the following:

1. Newton Center: Superintendent Ranella reported that Newton Center's new location is the First Baptist Church in Menlo Park. To date they have seventy families signed up for after-school care. Superintendent Ranella said that he had attended Open House at Newton Center earlier in the evening.
2. Parking Offsite at Encinal School for 2009-10: Superintendent Ranella noted that parking will be quite a challenge around Encinal School, at least until construction is finished. The City of Menlo Park, at the request of neighbors living in Felton Gables, has posted no-parking signs making it illegal to park between 7:30-8:30 a.m. and 1:30 and 3:30 p.m. daily (the drop-off and pick-up times for the school). A request by the District to delay this action for a year (until completion of construction) was denied by the City. The City did, however, agree to wait for two weeks following the beginning of the school year (August 25) to make the signs effective.
3. Foundation/PTO Meeting: Superintendent Ranella has scheduled a meeting for August 26 bringing together District, PTO and Foundation leadership to discuss fund-raiding efforts for 2009-10. The purpose of the meeting is to better understand the financial conditions of the District and provide an opportunity for the leadership of the PTOs and the Foundation to exchange ideas and strategize for the year.

SUPERINTENDENT'S REPORT (continued)

4. Transportation Program: Superintendent reported that the fee for transportation is the same as last year - $250 one way and $460 both ways. Details of the transportation program and the opportunity to subscribe to it are on the District website.
5. Changes in Operation at District Office and TERC: With the opening of the TERC, there is now additional meeting space at the District Office. Adjoining rooms A and/or B will be available for meetings and trainings, and are at least the size of the District Office Board Room. Rules/regulations will be posted for setting-up and cleaning-up of the rooms. The process for reserving meeting space in the TERC is the same as for meeting rooms in the District Office.
6. Upcoming Meeting with University Park Neighbors: Superintendent Ranella reported that he and San Mateo County Supervisor Rich Gordon have scheduled a meeting for September 1 in the Oak Knoll Library at 6:30 p.m. The purpose of the meeting is to apprise neighbors of operations and construction plans for Oak Knoll School for next summer.
7. Projected Enrollment – Opening Day: Superintendent Ranella noted projected enrollment for the District as follows:
   Laurel School: 406 (with 141 kindergarten students)
   Encinal School: 725 (with 92 kindergarten students)
   Oak Knoll School: 743 (with 138 kindergarten students)
   Anticipated K-5 enrollment: 1,877
   Anticipated 6-8 enrollment: 698
   Total anticipated District enrollment: 2,575 – a 6.6% increase over 2008-09
8. Pre School Activities: Teacher Planning Days are scheduled for August 17-19; the Welcome Back Breakfast and District Meeting will be held at Encinal on August 20. Superintendent Ranella noted that because of the difficulty of parking at Encinal, the District bus will transport staff from Oak Knoll and Hillview.
9. Review of Educational Trip to China: Superintendent Ranella postponed this report for another time due to the lateness of the evening.

ASSISTANT SUPERINTENDENT'S REPORT

Assistant Superintendent Jo Sauer Mitchell gave an update on the implementation of the District's new math program. Student achievement and program effectiveness will be monitored. Mid-year and year-end scores will be reported to the District. Preparations are being made to share program goals and new materials at Back-to-School Nights, with a focus on parent involvement. Online resources will be available for practice and to reinforce and monitor skills. Encinal Vice Principal Joan Von der Linden and nine teachers attended the SVMI Summer Institute in early August; and there will be five professional development follow-up days to this conference. Reports analyzing STAR and MARS mathematics results are expected in October. Assistant Superintendent Mitchell reported that STAR results have been received and the individual reports (STAR, PE, ERB) will be mailed to families. Generally, District scores are up. It appears that scores are up in subgroups which will be studied in depth. The District's goal is to become strategic about interventions where needed.

SCHOOL BOARD REPORTS

Superintendent Ranella noted that in 2008-09 it was decided to make Board assignments for the school year, rather than the calendar year. In discussion, the following Board assignments were the consensus of the Board: School Liaisons: Laurel: Laura Rich; Encinal: Mark Box; Oak Knoll: Maria Hilton; Hillview: Deborah Fitz; PTO and MPAEF: Jeff Child.

REPORTS/DISCUSSION ITEMS

CONDITIONS AND CHALLENGES FOR BOARD CONSIDERATION DURING 2009-10

Superintendent Ranella presented his assessment of the conditions of the District and potential challenges to be addressed during the 2009-10 school year. The conditions that he specified included the following: 1) Enrollment growth appears to be accelerating while revenue growth is decreasing; 2) While financial planning and construction management at the elementary campuses has been very successful, financing of the Hillview construction project is less certain; 3) There will be a substantial transition for Hillview Middle School for the next few years due to enrollment growth and construction of a new campus; 4) With the District's interest in continuous improvement, the curriculum and instructional program for 2009-10 is ambitious; 5) Misunderstanding can develop among the public and parents as the District grows in enrollment and facilities and the District must keep the public and parents informed of the conditions and challenges and of its intent to respond to the interests and culture of the Community. Superintendent Ranella outlined several specific ways in which the District will respond to each of these conditions.

CONTRACTS WITH CONSULTANTS UNDER CONSIDERATION

Superintendent Ranella informed the Board of consultant contracts that are in the developmental stage and will be recommended for approval in the future. They are as follows: 1) Contract with Patton and Associates to investigate and report to the O'Connor Study Committee regarding previous State projects at the school and to clarify the level of potential funding for modernization and growth. The estimated cost of the contract is $5,000; 2) Contract with Applied Survey Research to assist the District in better defining a testing and evaluation program that will provide formative assessments for teachers and principals and provide parents with a portfolio of assessments about the academic progress of their children. The contract will be an optional services contract estimated at $20,000 to $30,000; 3) Contract with Bay Area Coalition for Equitable Schools (BayCES) will assist the District in developing a strategic plan to address the under-achievement of student subgroups. BayCES is a coaching organization that works to assist educators with achieving "educational equity" within its school and district organizations. Working with the Administration, the initial contract would provide a facilitated planning and needs assessment over a two-day period that will result in a leadership plan. The estimated cost for the first phase of the work is approximately $6,000 to $7,000.

ACTION

COMMISSION OF O'CONNOR SCHOOL CAMPUS STUDY GROUP

It was suggested, and was the consensus of the Board, to table this item until the September 9 Board Meeting.

APPROVAL OF CONTRACT WITH ENROLLMENT PROJECTION CONSULTANT, TOM WILLIAMS, FOR AN UPDATE STUDY FOR COMMUNITY DEMOGRAPHICS

Superintendent Ranella noted that Tom Williams (Enrollment Projection Consultants) completed the original demographic study for the District in 2005 followed by an updated study in 2006. Superintendent Ranella reviewed the aspects of the contract currently being entered into with Mr. Williams for an up-to-date study of demographics in the Menlo Park City School District community, with an estimated cost of $8,900. It was moved/seconded (Box/Rich) and the Board unanimously (5/0) approved the contract with Enrollment Projection Consultant Tom Williams.

REVIEW/ADJUST BOARD MEETING DATES AND TIMES

The Board considered its calendar of meetings for the 2009-2010 school year. The following meeting dates were revised/established:

September 9, 2009 (2nd Wednesday) – Regular Meeting
September 17, 2009 (3rd Thursday) – Special Meeting:
Closed Session – Superintendent's Goal Setting
October 13, 2009 (2nd Tuesday) – Regular Meeting
November 9, 2009 (2nd Monday) – Regular Meeting
December 8, 2009 (2nd Tuesday) – Annual Organization Meeting
December 8, 2009 (2nd Tuesday) – Regular Meeting
January 12, 2010 (2nd Tuesday) – Regular Meeting
January 20, 2010 (3rd Wednesday) – Special Meeting:
Student Session: O'Connor School
February 2, 2010 (1st Tuesday) – Regular Meeting
March 9, 2010 (2nd Tuesday) – Regular Meeting
April 13, 2010 (2nd Tuesday) – Regular Meeting
May 18, 2010 (3rd Tuesday) – Regular Meeting
June 8, 2010 (2nd Tuesday) – Regular Meeting

It was noted that regular meetings begin at 6:00 p.m. and special meetings begin at 7:00 p.m. Superintendent Ranella said that new officers will be selected and dates for the 2010 calendar year will be established at the Annual Organization Meeting on December 8, 2009. It was moved/seconded (Rich/Box) and the Board voted unanimously to approve the Board Meeting dates and times as discussed.

RESOLUTION 09.10.3 REDEPOSIT OF PAYROLL

CalSTRS requires that a Board approved "Tax-Deferred Payroll Resolution for Buyback" be in place prior to any employee of the Menlo Park City School District participating in the CalSTRS tax-deferred buyback program. It was moved/seconded (Box/Rich) and the Board unanimously (5/0) approved adoption of Resolution 09.10.3, Redeposit of Payroll. A roll call vote was taken.

APPROVAL OF ENROLLMENT OF STUDENT IN KINDERGARTEN WHEN DATE OF BIRTH FALLS AFTER DECEMBER 2

Last spring, Laurel School received a request to consider the early enrollment in kindergarten of a child who will be five years old on December 9, 2009. The child was observed, interviewed and assessed by Laurel staff, and early enrollment was recommended as requested by the child's parents. According to Education Code, the cutoff for kindergarten is December 2 of the year that the child will be five years old. The early enrollment of a child into kindergarten following the December 2 cutoff is authorized and regulated by Education Code sections 48000 and 48002. According to Education Code, a Governing Board of a school district may admit a child to kindergarten after December 2 on a case by case basis. Specific to this child, enrollment in kindergarten may take place after the age of 5 is reached, or December 9, 2009. It was moved/seconded (Box/Rich) and the Board voted unanimously (5/0) for the student to be enrolled in kindergarten as of December 9, 2009.

APPROVAL OF APPOINTMENT OF KIM GUTHRIE TO THE BOND OVERSIGHT COMMITTEE IN THE CAPACITY OF A DISTRICT PARENT AND REPRESENTATIVE OF THE PTO

It was moved/seconded (Rich/Box) and the Board unanimously (5/0) approved the appointment of Kim Guthrie to the Bond Oversight Committee. Mrs. Guthrie will serve in the capacity of a District parent and representative of the PTO.

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 (Rich/Box) and the Board voted unanimously (5/0) to approve the Declaration of Need.

NOMINATION FOR CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) 2009 OUTSTANDING LEGISLATOR OF THE YEAR

There were no nominations from the Board for the CSBA 2009-10 Outstanding Legislator of the Year.

WRITTEN COMMUNICATION

The following written communications were received by the Board:

- Approval by San Mateo County Office of Education of 2009-10 Adopted Budget
- Quarterly Report on Williams Uniform Complaints – July 2009 (covers period of 4/1/09 – 6/30/09)
- San Mateo County Investment Pool
- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of May 2009
- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of June 2009
- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of July 2009

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:37 p.m.

The next Regular School Board meeting is on September 9, 2009, at 6:00 p.m. and will take place in the Board Room at District Office, 181 Encinal Avenue, Atherton.

SIGNED:

DATED: