

APPROVED
MINUTES OF THE

MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD

November 3, 2008, Regular Meeting

Board Room
District Office
181 Encinal Avenue, Atherton, California

CALL TO ORDER AND ROLL-CALL

Following the Special Meeting and Reception in honor of retiring Board Members, Bruce Ives and Terry Thygesen, the regular meeting was called to order at 7:30 p.m. All Board members were present.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

REVIEW AND AMEND THE AGENDA

There were no amendments to the agenda.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

1. School Board Regular Meeting Minutes of October 14, 2008
2. Vendor Warrants – October 2008
3. Certificated Personnel Order as follows: Employment: Diane Mathews, 0.50, temporary, effective 10/20/08; Leave of Absence: Diane Mathews 0.50, permanent, effective 10/20/08
4. Classified Personnel Assignment Order as follows: Resignation: Sia Mailo, Paraprofessional, 6.5 hours daily, effective 10/20/08
5. Agreement with CIS, Inc., DSA Project Inspector, for Construction Inspection Services – Encinal School Increment No. 2: 4/5 Grade Classrooms and Multipurpose Facility
6. Approval of Change Order No. 2 – for Encinal Elementary School Increment 1, in the amount of \$25,473.36
7. Ratification of Contract with D.L. Falk, Inc. for the Construction of the Encinal School Project, Increment No. 2 at a cost of \$11,086,400.00
8. Resolution 08.09.10 Budgetary Increases and Transfers

It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolution 08.09.10.

STAFF REPORTS

SUPERINTENDENT'S REPORT

Superintendent Ranella updated the Board on the following:

- *Preliminary Action Plan for Program Development at Hillview School:* Superintendent Ranella reported that at the Board's Special Meeting Study Session on October 29 both short term (2009-2010) and long term (up to 2014/15) projects and goals were reviewed and studied. Superintendent Ranella noted that the purpose of the Study Session was to better understand the opportunities as well as the challenges facing Hillview during the next few years. Superintendent Ranella said that among the short term subjects discussed were development of a schedule for next year that will accommodate the impacts of construction; offering Spanish in the 6th grade program for all students; and, if possible, deciding upon and the implementation of a second language (possibly the continuation of French or another language). The vision being considered for 2014-15 includes a Master Schedule, 12-13 new teaching positions, and a fully developed administrative and counseling guidance staff.
- *Initial Thinking and Consideration for the Elementary Music Program:* Superintendent Ranella said that the challenges of the music program for the 4th/5th grade are currently being looked at. One of the main challenges will be how to handle the number of students in elementary music as the program is developed within the District.
- *CSBA Annual Education Conference in Early December:* The Governing Board and the Superintendent will attend the California School Boards Association's Annual Education Conference being held this year in San Diego.
- *Upgrade – Student Information System:* Superintendent Ranella noted that Jim Bowlby, Director of Technology, has taken on the leadership role in the research and selection of a new student information system for the District. Some of the programs being studied are *Power School*, *Aires*, and *Infinite Campus*. It is anticipated that SASI, the current student data information system, will be replaced by 2010.
- *RFP for New Copier Contract:* An RFP is being developed for the District for photocopy machines. Superintendent Ranella said that the District will be adding copiers and moving from black and white to color copiers.
- *Upcoming Meetings:* Superintendent Ranella said that he will attend a meeting on November 4 with the County Board of Supervisors at which County Superintendent Jean Holbrook will present the concerns of the School Community and County Treasurer Lee Buffington will be questioned by the Board of Supervisors. A memo from the District's County Counsel regarding this meeting was shared with the Board. Later in the day, the Finance Committee of the Board of Supervisors will also hold a meeting.
- *Other:* Superintendent Ranella reported that a copy of a letter from the City of Menlo Park to neighbors of Oak Knoll School regarding the approval of the Encroachment Permit for Oak Knoll School was received by the District. Also received by the District was a letter from the City of Menlo Park that listed requirements for the District to meet pending issuance of the Encroachment Permit.

REPORT OF DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION

Ahmad Sheikholeslami, Director of Facility Planning and Construction reported on the following:

Planning/Design Update:

- *Oak Knoll:* Bid advertisement for the 4th/5th complex will occur the week of November 10, with bid opening on December 11.
- *Encinal:* Work has begun on design work for summer modernization. The application will be submitted for CDE approval, followed by submission to OPSC for growth money. The MOU is being developed with the Town of Atherton for the new signal light at Middlefield and Encinal Avenue)
- *Laurel:* Plans for new construction are at DSA, and RGM is performing value engineering.
- *Hillview:* The draft EIR will be published during the month of November. RGM plans to contract with an environmental/solar consultant. The architect is working with user groups and design work is progressing. A meeting is scheduled for November 13 with neighbors of Hillview to discuss concerns and the practical issues of fencing, landscaping, windows, etc.

Construction Update:

- *TERC:* Work is progressing well with foundation work and placement of concrete scheduled for the month of November. The temporary parking lot is complete.
- *Encinal:* Construction began today with the temporary fencing. Progress is expected later in the week with the drying of the weather.
- *Laurel:* Modernization work is progressing well. C Pod is expected to be complete by the end of November. Next on the modernization schedule is the administration building and the library.

Budget Update:

- *Revenue Sources; Expenditure Budget:* Mr. Sheikholeslami gave an overview of the Draft Budget Revenue Status and the Draft Expenditure Budget, noting that the revised Budgets should be ready by the December 9 Board Meeting.
- *Reprioritization of Work:* Work categorized into Priority 1 and Priority 2 to be completed at each elementary school was reviewed by Mr. Sheikholeslami.

SCHOOL BOARD REPORTS

There were no reports from the Board.

REPORTS/DISCUSSION ITEMS

PLAN AND TIMELINE FOR BOARD ACTION FOR DECISIONS REGARDING THE MATHEMATICS PROGRAM, INCLUDING TEXTBOOK ADOPTION

Superintendent Ranella introduced the discussion with a summary of the components of the

PLAN AND TIMELINE FOR BOARD ACTION FOR DECISIONS REGARDING THE MATHEMATICS PROGRAM, INCLUDING TEXTBOOK ADOPTION (continued)

District's initiative this year for the redevelopment of the mathematics program. The four components are: (1) selection of a textbook program and other instructional materials; (2) exploration of the Silicon Valley Mathematics Initiative to define assessments that will extend and expand the District's overall program; (3) identification of delivery systems, particularly at the intermediate level, that may change grouping patterns; and (4) development of a training program for faculty, particularly at the elementary level, to build the capacity for providing a more robust instructional program.

Assistant Superintendent Jo Sauer Mitchell said that following months of study and deliberation *California Everyday Mathematics*, Wright Group/McGraw-Hill is the recommendation of the K-5 Mathematics Committee. She said that 10 publishers were initially reviewed and the three most promising programs, *California Everyday Mathematics*, Marshall Cavendish International's *Primary Mathematics (Singapore Math)* and Sadlier-Oxford's *Progress in Mathematics*, were selected for further consideration. Mrs. Mitchell reviewed how the programs compared to each other and various features of each the programs. It was noted that samples of *California Everyday Mathematics* were available for review by the Governing Board. Adoption of the new mathematics program by the Board is anticipated at its December 9, 2008, regular meeting. As a follow-up to tonight's presentation, Assistant Superintendent Mitchell was asked by the Board to look at data of other districts that are using the *Everyday* program and bring that information to the Board at its December 9 meeting. Board Member Jeff Child also requested some sample pages from each of the programs under consideration.

FRAMEWORK FOR ADDRESSING THE ACADEMIC NEEDS OF LOW-PERFORMING STUDENTS

The results of STAR (State testing) from the spring of 2008 were presented at the September 9 meeting of the Board by Assistant Superintendent Jo Sauer Mitchell. It was noted by the Board at that time that the data appeared to demonstrate that students of color and students from low socio-economic backgrounds achieved well below White and Asian students. Since that time, further investigation into the performance of various subgroups that include racial and ethnic minorities, students from families of low socio-economic status and students with disabilities has been conducted by Superintendent Ranella and the Administration. A delegation of the Administration also attended a conference entitled "Failure Is Not An Option" presented in San Jose California in October 2008. As a result of a more extensive investigation of the data and practices of the District, the *Framework of Plan to Address the Academic Achievement of Low Performing Students* was developed for the consideration of the Board. Assistant Superintendent Mitchell reviewed the *Framework*. It was noted that Components of the Plan include: (1.) Core Academic Classes; (2.) Intervention Programs; (3.) Counseling and Guidance Program; (4.) Data for Diagnosis Need, Monitoring Progress and Evaluating Achievement; (5.) Personalized Intervention Plan (PIP); (6.) Teacher Training and Development; (7.) Personnel Practices. Mrs. Mitchell noted that the next steps of this study include: (1.) further investigation and analysis of student performance data to determine nature of the problem; (2.) engagement of Superintendent Ranella and Assistant Superintendent

FRAMEWORK FOR ADDRESSING THE ACADEMIC NEEDS OF LOW-PERFORMING STUDENTS (continued)

Mitchell with each faculty concerning the challenge; (3.) the engagement of intervention teachers in various programs and the identification of strategies that work; (4.) engagement of counseling and guidance staff in defining the strategies for the future; (5) further investigation of other districts and their research.

REVIEW OF INVESTMENTS – SAN MATEO COUNTY TAX COLLECTOR/TREASURER FOR QUARTER ENDING SEPTEMBER 2008

Until recently, the Monthly Reports from the County Treasurer's office have been included in Board packets as written communication and were rarely addressed in a meeting. The monthly and quarterly reports are being included for review and discussion now due to the recent loss within the County Treasury. Chief Business Official Diane White noted that included in this report is an overview memo from County Treasurer Lee Buffington, a summary of pool earnings, fixed income distribution for the first quarter, and portfolio appraisal. Superintendent Ranella handed out an Alert from FCMAT (Fiscal Crisis & Management Assistance Team) which outlined *Investing and Safeguarding District Funds – Prudent Fiscal Reporting Requirements and Information*. Board Member Jeff Child suggested looking at LAIF (Local Agency Investment Fund) demand deposits as an alternate to investing with the County Pool. Mr. Child also noted that a Finance Committee should be developed that would have oversight into how County investments are handled.

PUBLIC HEARING/ACTION

PUBLIC HEARING AND ADOPTION OF DISTRICT RESPONSE TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) INITIAL PROPOSAL FOR THE 2008-09 SCHOOL YEAR

President Bruce Ives declared the Public Hearing open. Hearing no comments from the audience, the Public Hearing was closed. It was moved/seconded (Fitz/Rich) and the Board unanimously (5/0) adopted the District Response to CSEA's Initial Proposal for the 2008-09 school year.

ACTION

AUTHORIZATION FOR THE SUPERINTENDENT, IN CONSULTATION WITH THE SUPERINTENDENT ADVISORY COMMITTEE FOR FINANCE, TO ENTER INTO A CONTRACT WITH DE LA ROSA & COMPANY TO ENGAGE CHARLIE FEINSTEIN AS A FINANCIAL ADVISOR FOR THE PURPOSE OF FUTURE SALES AND ISSUANCE OF DISTRICT BONDS

Superintendent Ranella reported that for several years Charlie Feinstein of KNN has acted as the District Financial Advisor for bond and parcel taxes. Recently, Mr. Feinstein changed

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firms, becoming a Senior Vice President with De La Rosa & Co. Investment Bankers. Superintendent Ranella and the Advisory Committee on Finance met with Mr. Feinstein regarding a change of service from KNN to De La Rosa & Co. to continue the association as either the advisor or the underwriter. It was noted by Superintendent Ranella that State statute prevents public school districts from engaging one firm in both advising and underwriting due to an inherent conflict of interest. It was moved/seconded (Rich/Fitz) to authorize the Superintendent to enter into a contract with De La Rosa & Co. Investment Bankers for the specific services of Charlie Feinstein to provide ongoing advisement for the remaining issuances of Measure U bonds in consultation with the Superintendent Advisory Committee on Finance. The motion was unanimously (5/0) approved by the Board.

WRITTEN COMMUNICATION

The following written communication was received by the Board:

- District Annual Report for Labor Compliance Program Fiscal Year 2007-08

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:10 p.m.

The next Regular School Board meeting is on December 9, 2008, at 7:00 p.m. and will take place in the Board Room at District Office, 181 Encinal Avenue, Atherton. The Annual Organization Meeting of the Board will also take place on December 9 and will begin at 6:30 p.m.

SIGNED:



DATED:

