

APPROVED
MINUTES OF THE

MENLO PARK CITY SCHOOL DISTRICT GOVERNING BOARD

September 9, 2008, 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 6:15 p.m. All Board members were present.

CONVENE CLOSED SESSION

The School Board moved to Closed Session at 6:16 p.m.

RECONVENE IN OPEN SESSION/ANNOUNCEMENT OF ACTION TAKEN

The meeting was reconvened in open session by President Bruce Ives at 7:13 p.m. All Board members were present as well as members of the Administration and Community. President Ives reported that no actions were taken in Closed Session.

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 August 19, 2008
2. Vendor Warrants – July and August 2008
3. Certificated Personnel Order as follows: Employment: Marla Dahlby, 0.30 FTE, Permanent, effective August 18, 2008; Kristen Gracia, .50 FTE, Permanent, effective August 29, 2008; Vincent Lopez, 1.0 FTE, Temporary, effective August 20, 2008; Retirement: Judy Fairbrother, 1.0 Permanent, effective June 13, 2008
4. Classified Personnel Assignment Order as follows: Employment: Kathie Cage, Paraprofessional, 6.5 hours daily, effective August 22, 2008; Arthur Cuffy, Paraprofessional, 6.25 hours daily, and Playground Supervisor, 0.25 hour daily, effective September 2, 2008; Cathy Garagazzo, Playground Supervisor, 1.0 hour daily, effective August 28, 2008; Pam Garcia, Instructional Aide, Bilingual, 4 hours daily, and Playground Supervisor, 1.0 hour daily, effective August 22, 2008; Maria Gonzalez, Night Custodian, 8.0 hours daily, effective August 18, 2008; Lori Prinvale, Instructional Aide, 2.5 hours

CONSENT AGENDA (continued)

- daily, effective August 22, 2008; Mary Anne Williams, Library Clerk, 4.0 hours daily and Playground Supervisor 1.0 hour daily, effective 8/22/08; Resignation: Lori Prinvale, Secretary I, 4.0 hours daily, effective June 12, 2008; Myra Robinson, Instructional Aide, 2.0 hours daily, effective October 23, 2008
5. Approval of Change Order No. 1 for Laurel Elementary School Modernization (Project No. 003-07-03) in the amount of \$18,832.07)
 6. Authorization of Agreement for Inspection Services with Michael R. Knabe d.b.a. MRK Consulting and Inspection

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

STAFF REPORTS

SUPERINTENDENT'S REPORT

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

1. Student Services Director Olivia Mandilk introduced two new additions to District staff, Program Specialist, Inclusion Services, Marjorie Ruben and District School Nurse, Patricia Christie. Superintendent Ranella reported that Ms Christie is building the District's Health Services Program, so that it will match the excellence of the District. An important part of the program is to provide a binder of health directives for each school office. He also mentioned that the District will soon be recruiting for support for the School Nurse.
2. Superintendent Ranella noted that, with the new starting times at District schools, it has become necessary to revise the before-school supervision schedule. Aide time has been added to assist in escorting kindergarten children from the curb to the playground and to supervise them before school begins
3. Superintendent Ranella said that there has been considerable parent interest in the District's new bus service with sixty registrations so far. He also noted that student ridership is also up on SamTrans.
4. Superintendent Ranella announced that the District's Financial Advisor, Charlie Feinstein, has recently taken a position as Senior Vice President with De La Rosa & Co., Investment Bankers in San Francisco. Mr. Feinstein was formally a Vice President with the firm of Kelling, Northcross and Nobriga. Superintendent Ranella suggested that a meeting be scheduled with Board Member Jeff Child, Chief Business Official Diane White and Mr. Feinstein to discuss continuing his services to the District.
5. Superintendent Ranella reported that the Pupil Services Committee is currently looking at comprehensive academic guidance and counseling services for students.
6. Superintendent Ranella indicated that there has been no response from the City of Menlo Park regarding the District's application for encroachment permits for Oak Knoll School. It has been six weeks since the application was made. The District was recently informed that the City's Transportation Commission will consider the subject on September 10.

FACILITY PROGRAM MANAGER REPORT

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

- Encinal:
 - The Kindergarten Project is complete – just a few “punch-list” items remain
 - The parking lot is complete, some work is needed to make the traffic flow work, landscaping and a few pick up items are still to be done

FACILITY PROGRAM MANAGER REPORT (continued)

- Bids on the 4th/5th grade complex will be open on October 9. It may be necessary to schedule a special meeting to award the bid in order that work may begin.
- TERC (Teacher Education Resource Center):
 - The project was awarded this week and will begin the week of September 15.
 - A temporary parking lot is being worked on; many challenges can be anticipated with the construction of the TERC.
- Laurel School:
 - Modernization is ongoing at Laurel School: site work, pathways, lights, landscaping and Building B are complete.
 - Work is being done on Building G with Building C to be next.
 - Plans for new construction will be sent to DSA (Department of State Architect) this month.
- Oak Knoll School:
 - Plans are expected to come out of DSA in September, with DSA sign-off in October. Bidding will take place in November with the start of construction planned for December.
 - Review regarding encroachment by the City of Menlo Park is scheduled for October 7.

Hillview:

- Currently, Site Committee meetings and group meetings are addressing the schematic plans for Hillview.
- Plans will be brought to the Board for its consideration for approval in October.
- Work is underway to make Hillview carbon-neutral. The EIR process is on-going.

Budget:

The Bond Program Budget is currently being updated and transferred to the new web-based software accounting program by Colbi Technologies which will allow being able to access expenditures/estimates/projected work. The goal is for a November completion date for the budget.

SCHOOL BOARD REPORTS

Board Member Laura Rich asked if other Board members were interested in attending the San Mateo County School Boards Association dinner on September 22nd, noting that Scott Plotkin is the featured speaker.

REPORTS/DISCUSSION ITEMS

REPORT ON THE SUMMER INSTITUTE FOR 2008

Summer Institute Director Bets McKnight reported to the Board on the District's Summer Institute 2008. 167 students were enrolled this year. Las Lomas School District did not participate as they have in previous years. Ms McKnight summarized the program and shared results of a parent survey that indicated that parents felt the Summer Institute was a positive experience and that it met the needs of their children. Discussion with the Board followed. Board Member Jeff Child was interested in how the

REPORT ON THE SUMMER INSTITUTE FOR 2008 (continued)

Summer Institute impacted growth of students. Board Member Terry Thygesen requested a comparison between this year's summer program and that of last year.

PRESENTATION – 2008 STAR RESULTS AND ACADEMIC PERFORMANCE INDEX

Assistant Superintendent Jo Sauer Mitchell reported on the preliminary results of the 2008 California Standardized Testing and Reporting (STAR) Program. Information presented for the Board included an overview of the STAR (Standardized Testing and Reporting) Program, interpretation of the California Standards Tests, areas of relative strength, areas of relative weakness, interpretation of the California Achievement Tests (CAT/6), information on the Academic Performance Index (API) and Adequate Yearly Progress (AYP). The District's API was reported at 915, a slight increase from 2007.

REVIEW OF ENROLLMENT FOR 2008-09 AND COMPARISON WITH THAT OF OPENING DAY

A comprehensive report, comparing enrollment and average class size as of September 2 with that of opening day (August 25) enrollment, was presented by Superintendent Ranella. Total enrollment was 2,411, up 81 students from the 2007-08 school year, and over our demographic projection by 2 students. Superintendent Ranella also shared October 2007 projections by demographer Tom Williams with the Board.

REVIEW OF EDUCATIONAL STUDY TRIPS, DISTRICT POLICY AND ACTIVITIES FOR 2007-08

In response to a request by the Board at its August Regular Meeting, Superintendent Ranella presented information resulting from his review of the number and quality of field trips during the 2007-08 school year. An important focus regarding this subject is concern about parent-driven field trips and the level of exposure for the District if an accident were to occur. In his report, Superintendent Ranella reviewed information regarding field trips in 2006-07 and 2007-08, and raised the question concerning revision of the District's policy to restrict all parent-driven private-vehicle field trips and how to address costs connected to the trips. Following extensive discussion with the Board, consensus was reached on the following: non-parent driven field trips are preferred with the goal of not allowing any parent-driven field trips in the 2009-10 school year; as much as possible buses are to be used for trips over ten miles (current policy) as well as for trips under ten miles – the use of District buses is preferred when available; 2008-09 will be a transitional year with the field trip policy to be revised for 2009-10.

ANNUAL REPORT ON COLLECTION OF DEVELOPER FEES

Chief Business Official Diane White reported on the revenue and expenditures in Fund 25, Developer Fees for 2007-08. There was a beginning balance of \$280,015.61 and an ending balance of \$444,512.17.

DISCUSSION OF POTENTIAL POLICY FOR THE NAMING OF DISTRICT FACILITIES

It was the consensus of the Board to table this item.

OPTIONS FOR SPECIAL MEETINGS OF THE BOARD OF EDUCATION FOR 2008-09

Superintendent Ranella and the Board discussed options for Special Meetings and topics for Study Sessions for the 2008-09 fiscal year as follows: October Study Session: Visioning Hillview Middle

OPTIONS FOR SPECIAL MEETINGS OF THE BOARD OF EDUCATION FOR 2008-09
(continued)

School – Review of the schematic design with District Architect Erwin Lee, and examination of programmatic issues: the implementation of one-one computers; extension of Spanish into the 6th grade (short and long-term); future of Periods 0 and 8 and other scheduling issues; growth and enrollment and staffing opportunities; and graduation standards; Study Session: Remedial Education Services for Students Achieving Below Proficiency: Review of the profile of students achieving below the State Proficiency Standard in reading and mathematics and District efforts to address the achievement gap; Board Orientation Session – January or February Workshop: Given identified District challenges, the manner by which the Board will operate with a focus on roles and responsibilities will be examined; Study Session: Development of District Mathematics Program: The work of the District Mathematics Task Force and examination of the issues related to redevelopment of the instructional program will be reviewed. Closed Sessions regarding Superintendent Evaluation will be scheduled in October (Goal Setting), February (Mid-course Review) and May/June (Final Evaluation). During discussion, it was suggested that the topic of Remedial Education Services for Students Achieving below Proficiency be scheduled as a report to the Board rather than as a study session.

ACTION

PROPOSED DATES FOR GOVERNING BOARD MEETINGS – 2008-09

In conjunction with the previous discussion item regarding Options for Special Meetings, proposed dates for meetings of the Governing Board for 2008-09 were also considered. It was moved/seconded (Rich/Child) and the Board unanimously (5/0) reaffirmed/approved the following meeting dates:

- *October 1, 2008 (1st Wednesday)* *Special Meeting*
Closed Session: Superintendent's Evaluation
- *October 7, 2008 (1st Tuesday)* *Regular Board Meeting*
- *October 29, 2008 (5th Wednesday)* *Special Meeting*
Study Session: Hillview – Programmatic & Design
- *November 3, 2008 (1st Tuesday)* *Regular Board Meeting*
- *December 9, 2008 (2nd Tuesday)* *Annual Organization Meeting*
December 9, 2008 *Regular Board Meeting*
- *January 13, 2009 (2nd Tuesday)* *Regular Board Meeting*
- *February 3, 2009 (1st Tuesday)* *Special Meeting*
Closed Session: Superintendent's Evaluation
Study Session: Board Operations –Governance
- *February 17, 2009 (3rd Tuesday)* *Regular Board Meeting*
- *March 10, 2009 (2nd Tuesday)* *Regular Board Meeting*
- *March 24, 2009 (4th Tuesday)* *Special Meeting*
▪ *Study Session: on Mathematics Instruction*
- *April 21, 2009 (3rd Tuesday)* *Regular Board Meeting*
- *May 12, 2009 (2nd Tuesday)* *Regular Board Meeting*
- *Meeting to be determined* *Closed Session: Superintendent's Final Evaluation*
- *June 9, 2009 (2nd Tuesday)* *Regular Board Meeting*

APPROVAL OF THE 2007-08 UNAUDITED ACTUALS

The report on the 2007-08 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 noted that per pupil expenditures for 2007-08 were \$11,436, up from \$10,877.47 per pupil in 2006-07. It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) approved the Unaudited Actuals for 2007-08.

RESOLUTION 08.09.2 – 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/Child) and the Board unanimously (5/0) voted to adopt Resolution 08.09.2 *Adopting the GANN Appropriations Limit*. A roll call vote was taken.

PUBLIC HEARING AND ADOPTION OF RESOLUTION 08.09.3 – ASSURANCE OF COMPLIANCE: 2008-09 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS INCENTIVE PROGRAM – ADEQUACY OF PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS

President Bruce Ives declared the Public Hearing open. Hearing no response from the audience, the hearing was declared closed.

It was moved/seconded (Child/Fitz) and the Board voted unanimously (5/0) to adopt Resolution 08.09.3 *Assurance of Compliance – Adequacy of Pupil Textbook and Instructional Materials for 2008-09*. A roll call vote was taken.

CREDENTIAL ASSIGNMENTS

Human Resource Specialist Kathryn Tinio 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 (Fitz/Child) and the Board voted unanimously (5/0) to adopt Resolution 08.09.4 *for Assignment of Certificated Personnel Outside of their Credential Authorization*.

WRITTEN COMMUNICATION

The following written communications were received by the Board:

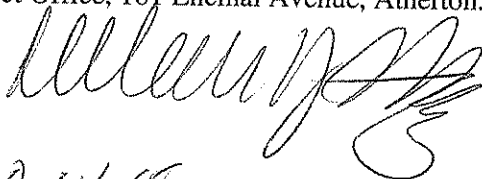
- Fiscal Year-end Annual Report on the District's Labor Compliance Program 2007-08
- County Treasurer's Monthly Report of Pool Investments – Month of July 2008

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:30 p.m.

The next Regular School Board meeting is on October 7, 2008, at 7:00 p.m. and will take place in the Board Room at District Office, 181 Encinal Avenue, Atherton.

SIGNED:



DATED:

10.14.08