

APPROVED
MINUTES OF THE
MENLO PARK CITY SCHOOL DISTRICT SCHOOL BOARD

September 11, 2007, 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 6:30 p.m. All Board members were present.

CONVENE CLOSED SESSION

The School Board moved to closed session at 6:31 p.m.

RECONVENE IN OPEN SESSION/ANNOUNCEMENT OF ACTION TAKEN

The meeting was reconvened in open session by President Terry Thygesen at 7:06 p.m. All Board members were present as well as members of the Administration and Community. President Thygesen reported that negotiations regarding all bargaining units were discussed, and that no actions were taken in closed session.

REVIEW AND AMEND THE AGENDA

A discussion took place with the Board regarding potential reordering of the agenda to result in a more efficient use of meeting time. It was noted that tonight's agenda was reordered so that all facility-related matters were scheduled at the beginning of the meeting with the Board Agenda items related to Testing (2007 Star Results and Academic Performance Index), Approval of the 2006-07 Unaudited Actuals; and the Presentation of District Spring Survey of Parents to follow.

COMMENTS FROM THE AUDIENCE

There were no comments from the public.

FACILITY DEVELOPMENT

**APPROVAL OF SCHEMATIC DESIGN – FOR OAK KNOLL SCHOOL
IMPROVEMENT PLAN**

Superintendent Ranella noted that tonight's Board approval of the Schematic Design for the Oak Knoll Improvement Plan was the initial step in the project moving forward. This Board action will establish the plan with specific details to change as the need arises. Formal testing will be a part of the process as will multiple opportunities for formal input from the Community and various groups.

Facility Program Manager Ahmad Sheikholeslami presented an overview on the planning process for Oak Knoll School to date. The Board gave direction on the following at its April 25, 2007, meeting:

**APPROVAL OF SCHEMATIC DESIGN – FOR OAK KNOLL SCHOOL
IMPROVEMENT PLAN (continued)**

1. Placement of major building (multipurpose facility/intermediate classrooms)
2. Number of fields, placement and configuration
3. Amount and placement of parking
4. Drop-off/pick-up plan and pedestrian and bicyclist pathways
5. Use of Vine Street

Mr. Sheikholeslami noted that information has been and continues to be gathered regarding these areas of interest, the District's website is continually updated, an informational flyer was distributed to all Oak Knoll families, a Community input meeting was held on August 29, and information has appeared in The Almanac. Included in the issues of interest and concern that have evolved are bike/pedestrian safety and drop-off and pick-up. Focus has been placed on providing the Community with more detailed information on these issues. Board President Terry Thygesen requested comparison information regarding drop-off and pick-up at Laurel, Encinal and Oak Knoll. District Architect Erwin Lee shared Oak Knoll building design. Discussion was opened to the audience. Consensus was that investigation of pedestrian/bike/driver safety is of critical importance. It was also noted that interaction with the City of Menlo Park will be a priority in addressing this matter.

It was moved/seconded (Ives/Rich) and the Board unanimously (5/0) voted to approve the Oak Knoll School Improvement Plan Schematic Design.

**REPORT ON REVISION PROCESS OF THE MASTER FACILITY BUDGET AND
PROCESS FOR DETERMINING PRIORITIES**

The Master Facility Budget, which was presented to the Board at its June 19, 2007, Regular Meeting, showed total estimated costs to exceed projected revenues by \$1.9 million. Facility Program Manager Ahmad Sheikholeslami reported that working with the District Facility Committee, a prioritization process is being developed that will include Priority 1 and 2 scopes of work. All Priority 1 work will be included in the Master Budget with Priority 2 work to be performed only if funds are available. The District is also making sure that funds will be set aside for the O'Connor site to ensure that a viable school can be built if enrollment projections are exceeded. Mr. Sheikholeslami said that the Master Facility Budget will be presented to the Board for approval at its Regular October Meeting.

REVIEW OF BOND EXPENDITURE REPORT

Facility Program Manager Ahmad Sheikholeslami presented summary expenditure reports for the Facility Program and for each of the school sites. He noted that these reports were provided to the Citizens Bond Oversight Committee at its September 10, 2007, quarterly meeting.

**AUTHORIZATION TO PROCEED ON THE ENCINAL ATHLETIC FIELD
RECONSTRUCTION PROJECT**

An estimated cost of \$480,000 to \$520,000 for the Encinal Athletic Field Project was reported to the Board at its August 21 Regular Meeting. Facility Program Manager Ahmad Sheikholeslami reported that, as requested by the Board, the swale that was part of the field's site drainage improvement, at an estimated cost of \$400,000, had been removed from the project with storm

AUTHORIZATION TO PROCEED ON THE ENCINAL ATHLETIC FIELD RECONSTRUCTION PROJECT (continued)

water to be handled by the underground storage system. The new estimate for the drainage system without the swale around the field is \$450,000 to \$470,000. Mr. Sheikholeslami said that the estimated start time for the project is mid-October, with completion anticipated at the end of January 2008. The field should be available for use in spring 2008. Trustee Deborah Fitz emphasized the importance of care and maintenance of the field.

It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) approved authorization of work on the Encinal Athletic Field Reconstruction Project.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

1. School Board Special Meeting Minutes of August 15, 2007
2. School Board Regular Meeting Minutes of August 21, 2007
3. Vendor Warrants – August 2007
4. Classified Personnel Assignment Order:
Employment as follows: Cathy Bell, Instructional Aide, Locker Room, 6.5 hours daily, effective 8/31/07; Julia Grey, Paraprofessional, 6.25 hours daily, effective 8/22/07; Anthony Hoppe, IS Support Tech I, 8 hours daily, effective 9/4/07.
Resignation as follows: Jhene Amasa, Paraprofessional, 4.4 hours daily, effective 9/4/07; Tasha Thomas, Paraprofessional, 6.5 hours daily, effective 6/14/07
5. Designation of District Administrator Olivia Mandilk as Non-discrimination Coordinator for Purposes of Board Policy 4030
6. Proposal to Prepare CEQA Environmental Documentation – Proposed Encinal Elementary School Project
7. Agreement with Durham School Services for the Transportation of Pupils
8. Notice of Completion – Project No. 003-07-07 – Pad Preparation and Utility Relocation at Laurel Elementary School

It was moved/seconded (Rich/Ives) and the Board unanimously approved the August 21, 2007, Consent Agenda.

SUPERINTENDENT'S REPORT

- Superintendent Ranella reported that planning is underway regarding the Elementary Spanish Instructional Program for the District. In the District's Annual Survey, parents demonstrated support for an elementary Spanish program taught by specialists, with the possibility of a magnet immersion program at Encinal. At its August 21 Regular Meeting, the Board engaged in discussion with Amado Padilla, Professor of Education at Stanford University whose expertise is in the field of Language Education Research. Superintendent Ranella said that the District is in the process of addressing the issues of funding the program and the challenge of the ability for schools to schedule uninterrupted core academic time as well as provide a foreign language program taught by specialty teachers.
- Superintendent Ranella noted that the District is engaged in planning for nursing services, as the District Nurse recently resigned. Student Services Director Olivia Mandilk has assumed the responsibility for engaging nursing services for the District.

SUPERINTENDENT'S REPORT (continued)

- Superintendent Ranella updated the Board on the process for adjustment of school attendance boundaries. A School Boundary Committee is being established, consisting of Board Members Bruce Ives and Deborah Fitz, Assistant Superintendent Jo Sauer Mitchell, the School Principals, and PTO Presidents. Special meetings will be scheduled and published by the Board to address this issue. A decision on the adjustment of boundaries is anticipated for December 2007.
- Superintendent Ranella reported that the City of Menlo Park has been requested to work with the District on the installation of a traffic signal at the intersection of Encinal Avenue and Middlefield Road. It was noted that the Atherton Town Council has expressed support of this project. A meeting with the District and representatives of the City of Menlo Park is scheduled for September 13.

REPORTS/DISCUSSION ITEMS

PRESENTATION – 2007 STAR RESULTS AND ACADEMIC PERFORMANCE INDEX

Assistant Superintendent Jo Sauer Mitchell reported on preliminary results of the 2007 Standardized Testing and Reporting (STAR) Program administered last spring. The District's Academic Performance Index (API) was reported at 907 on a 1000-point scale. (State target for public schools is 800.) The five-year trend in APIs shows ongoing improvement, although there was a slight decline this year in the District. It was noted that the Administration is currently looking at the test performance of all students. Where needed, the development of additional support systems is currently underway. Hillview Middle School's API continues to improve and to compare favorably with similar districts.

REVIEW OF ENROLLMENT FOR 2007-08 AND COMPARISON WITH PROJECTIONS

Superintendent Ranella provided the Board with a comprehensive report that compared enrollment and average class size as of September 4 with that of opening day enrollment. Superintendent Ranella noted that total enrollment was 2,334, up 74 students from the 2006-07 school year, and under our demographic projections by 7 students. Kindergarten enrollment is 9 students higher than projected.

PRESENTATION OF DISTRICT SPRING SURVEY OF PARENTS

A summary of the findings of the District Parent Survey, conducted June-August 2007 was presented for the Board. It was noted that 548 of the 1,371 District families surveyed actually responded (40%). District initiatives surveyed included: *Foreign Language Programs: Specialist Program, Foreign Language Programs: Immersion Program; Transportation Programs: District-wide Transportation, Transportation Programs: Hillview-only Transportation; On-site After-school Child Care; Priorities for District Initiatives.* Also included in the survey were *Satisfaction with Children's Education Experiences;* and *Quantity and Quality of Homework.* Superintendent Ranella noted that an important function of this survey is to provide the District with a "sense of where we are."

ANNUAL REPORT ON COLLECTION OF DEVELOPER FEES

The Annual Report of Developer Fees for 2006-07 presented by Chief Business Official Diane White.

ACTION

APPROVAL OF THE 2006-07 UNAUDITED ACTUALS

Chief Business Official Diane White's report on the 2006-07 Unaudited Actuals included information on Revenue Sources, Expenditures, Per Pupil Expenditures, Site Expenditures, Special Education costs, Staff Development, Property Taxes, Parcel Taxes, and Ending Fund Balance. A spreadsheet related to the Organization of the District General Fund for 2006-07 was also provided to the Board. The District's final report of all revenues and expenditures for last year reflected \$24.5 million of operational expenditures or \$10,877.47 per pupil. Mrs. White reported that the District has achieved its goal of a 10% Economic Uncertainty Fund that was recommended for "basic aid" districts that are reliant on the instability of property taxes as their primary source of revenue. It was noted that personnel costs have risen to 83.6% due to the number of specialty teachers and the District's commitment to class size reduction. The Menlo Park-Atherton Education Foundation has provided 7.7% of all revenues, reinforcing its support for the quality of District educational services and teachers.

It was moved/seconded (Rich/Ives) and the Board voted unanimously (5/0) to approve the 2006-07 Unaudited Actuals.

RESOLUTION 07.08.4 – ESTABLISHING THE GANN APPROPRIATIONS

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/Ives) and the Board unanimously (5/0) voted to adopt Resolution 07.08.4 for Adopting the "GANN Limit (Normal, no increase to Limit pursuant to G. C. 7902.1). A roll call vote was taken.

PUBLIC HEARING AND ADOPTION OF RESOLUTION 07.08.3 – ASSURANCE OF COMPLIANCE: 2007-08 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS INCENTIVE PROGRAM – ADEQUACY OF PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS

President Terry Thygesen declared the Public Hearing open. Hearing no response from the audience, the hearing was declared closed.

It was moved/seconded (Rich/Ives) and the Board voted unanimously (5/0) to adopt Resolution 07.08.3 – Assurance of Compliance – Adequacy of Pupil Textbook and Instructional Materials for 2007-08. A roll call vote was taken.

PROPOSED DATES FOR GOVERNING BOARD MEETINGS – 2007-08

The calendar of Regular Meetings through December 2007 was adopted by the Board at its Organization meeting in December 2006. Following review of this schedule by the Board, some minor changes were suggested, as were dates for Regular Meetings for the remainder of the 2007-08 school year, as follows:

- October 9, 2007, Regular Meeting – Changed to October 8, 2007
- November 14, 2007, Regular Meeting – Changed to November 15, 2007
- December 11, 2007, Organizational and Regular Meetings
- January 15, 2008, Regular Meeting
- February 5, 2008, Regular Meeting
- March 11, 2008, Regular Meeting
- April 15, 2008, Regular Meeting
- May 13, 2008, Regular Meeting
- June 17, 2008, Regular Meeting

PROPOSED DATES FOR GOVERNING BOARD MEETINGS – 2007-08 (continued)

Discussion with the Board followed regarding the need to schedule Special Meetings on topics of current interest. Superintendent Ranella indicated that information could be brought to the Board for a decision on foreign language in the elementary school program in November, and that the topic of reconfiguration of school attendance boundaries is anticipated for a December decision by the Board. Superintendent Ranella said that a decision by the Board on the issue of child care could be anticipated for January or February. Board Members Bruce Ives and Deborah Fitz agreed to represent the Board regarding investigation of existing facilities for child care. Community input meetings will also be scheduled for feedback on facility Environmental Impact Reports. No Special Meetings of the Board were scheduled at this time.

It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) voted to adopt the Board Meeting Calendar through June 17, 2008, as presented.

SECOND READING/ADOPTION – BOARD POLICY 4157 EMPLOYEE SAFETY – INJURY ILLNESS PREVENTION

The Board had a second reading of Board Policy 4157 Employee Safety – Injury Illness prevention. Board Member Laura Rich suggested that Administrative Regulation 4157 be revised to reflect authority and responsibility for implementing the Illness & Injury Prevention Program to specify the title of Director of Maintenance, Operations and Transportation rather than specifying the name of the person currently holding that position. It was moved/seconded (Ives/Fitz) and the Board unanimously approved adoption of Board Policy 4157 with the suggested revision.

SECOND READING/ADOPTION – BOARD POLICY 3300 – CREDIT CARD

The Board had a second reading of Board Policy 3300 – Credit Card. It was moved/seconded (Rich/Fitz) and the Board unanimously (5/0) approved adoption of Board Policy 3300.

SCHOOL BOARD REPORT

Board President Terry Thygesen engaged the Board in discussion regarding suggestions on a more efficient way in which to respond to email directed to the Board from the Community.

There being no further business to come before the Board, the meeting was adjourned at 11:40 p.m.

The next regular School Board meeting is on October 8, 2007, at 6:30 p.m.

SIGNED:



DATED:

10/8/07