

APPROVED
MINUTES OF THE
MENLO PARK CITY SCHOOL DISTRICT SCHOOL BOARD

August 21, 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 7:12 p.m. All Board members were present as well as members of the Administration and Community. President Thygesen reported that action was taken by the Board in Closed Session to accept the resignation and approve the separation agreement for a credentialed employee.

REVIEW AND AMEND THE AGENDA

It was moved/seconded (Rich/Fitz) and unanimously approved by the Board to move Board Item VIII. b. *Discussion with Amado Padilla regarding the District Plan for an Expanded Foreign Language Program* and Board Item VIII c. *Summary of Summer School* to follow approval of Board Item VI b. *Consent Agenda*.

COMMENTS FROM THE AUDIENCE

There were no comments from the public.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

1. School Board Regular Meeting Minutes of June 19, 2007
2. Vendor Warrants – June 2007
3. Vendor Warrants – July 2007
4. Certificated Personnel Assignment Order:

Employment as follows:

Andrea Boatright – 1.0 (Temporary), Effective August 15, 2007; Kiira Bough – 1.0 (Temporary), Effective August 15, 2007; Jessica Bouret – 1.0 (Temporary), Effective August 15, 2007; Jennifer Butler – 1.0 (Probationary), Effective August 15, 2007; Brynn Cahill – 1.0 (Temporary), Effective August 15, 2007; Joyce Chan – 1.0 (Temporary), Effective August 15, 2007; Jon Coldoff – 1.0 (Probationary), Effective August 15, 2007; Megan dei Rossi – 1.0 (Temporary), Effective August 15, 2007; Alison Dyer – 1.0 (Temporary); Effective August 15, 2007; John Fuller – 1.0 (Probationary), Effective August 15, 2007; Amy Gee – 0.5 (Temporary); Effective

CONSENT AGENDA (continued)

August 15, 2007; Jessica Hamlin – 1.0 (Temporary), Effective August 15, 2007; Laura Johnston – 1.0 (Temporary), Effective August 15, 2007; Petrina Jones – 1.0 (Probationary), Effective August 15, 2007; Georgia Kleeman-Keller – 1.0 (Temporary), Effective August 15, 2007; Teri Murphy – 1.0 (Temporary), Effective August 15, 2007; Ines Negron – 1.0 (Probationary), Effective August 27, 2007; Robin Reding – 1.0 (Probationary), Effective August 15, 2007; Molly Stitt – 1.0 (Probationary), Effective August 15, 2007; Janet Strauss – 0.5 (Temporary), Effective August 15, 2007; Elizabeth Wood – 1.0 (Temporary), Effective August 15, 2007;

Leave of Absence as follows:

Tara Hassett – 1.0 (Permanent), Effective 2007-08

5. Classified Personnel Assignment Order:

Employment as follows:

Jehne Amasa, Paraprofessional - 4.4 Hours Daily, Effective August 22, 2007 ; Brian Benelli, IS Support Tech I, - 8.0 Hours Daily, Effective July 20, 2007; Karin Doughty, Paraprofessional - 6.25 Hours Daily, Effective August 22, 2007; Pamela Garcia, Paraprofessional - 1 Hour Daily, Instructional Aide, 3 Hours Daily, and Playground Supervisor, 1 Hour Daily, Effective August 22, 2007; Karin Gleichmann, Paraprofessional - 6 Hours Daily, Effective August 22, 2007; Kayla Huss, Paraprofessional - 6.25 Hours Daily, Effective August 22, 2007; Ann Hutchinson, Instructional Aide - 3 Hours Daily, Playground Supervisor, 1 Hour Daily, Effective August 22, 2007; Lisa Jauregui, Paraprofessional - 6 Hours Daily, Effective August 22, 2007; Eveline Kernan-Gerber, Paraprofessional - 6.5 Hours Daily, Effective August 22, 2007; Jessica Kruscke, Paraprofessional - 5 Hours Daily, Effective August 22, 2007; Andrea Monte-Alongi, Paraprofessional - 6.25 Hours Daily, Effective August 22, 2007; Philip Morales, Paraprofessional - 6.25 Hours Daily, Effective August 22, 2007; Leilani Parquer, Paraprofessional - 6.25 Hours Daily, Effective August 22, 2007

Resignations as follow:

Jennifer Devich, Occupational Therapist - 4 Hours Daily, Effective June 29, 2007; Jo Ann Dirks, Inclusion Aide - 1 Hour Daily, Effective June 14, 2007, Elise Guerrero, Instructional Aide, Technology - 6 Hours Daily, Effective June 14, 2007; Mary Henderson, Instructional Aide, Special Education - 1 Hour Daily, Effective June 14, 2007; Maralyn Moul, Inclusion Aide – 4 Hours Daily, Effective June 14, 2007; Anthony Noccolino, IS Support Tech II - 8 Hours Daily, Effective August 10, 2007; Dustin Umberger, Inclusion Aide - 2 Hours Daily, Instructional Aide, Special Education, 3 Hours Daily, Playground Supervision, 1 Hour Daily, Effective June 21, 2007

Retirement as follows:

Pam Bonino, Secretary II - 8.0 Hours Daily, Effective December 31, 2007

6. Agreement for Services Between the Menlo Park City School District and Lane Narvaez
7. Memorandum of Understanding for Occupational Therapy Services for the 2007-08 School Year
8. Authorization to Enter into a Contract with Tom Williams, Enrollment Projection Consultant, for Identified Projects

9. Resolution 07.08.1 – Approving Mutual Termination of the Joint Powers Agreement for Maintenance, Operations, and Transportation Services with Las Lomas Elementary School District
10. Authorization to Contract with C. G. Uhlenberg for a Financial Audit of District Bond Funds as Required by Proposition 39
11. Notice of Completion – Pad Preparation at Encinal Elementary School
12. Acceptance of Donation to the District: (2) Philips 150P LCD Monitors

It was moved/seconded (Rich/Fitz) and the Board unanimously approved the August 21, 2007, Consent Agenda. A roll call vote was taken for Resolution 07.08.1.

STAFF REPORTS

SUPERINTENDENT'S REPORT

Superintendent Ranella presented highlights from the Administrative Action Plan for District Services for 2007-08. Identified focuses of the Plan are Facility Development – Planning and Construction; Special Education, Instructional Technology, the Curriculum and Instruction Program, Assessment/Evaluation, Maintenance, Operations and Transportation, District Business Operations, Strategic Planning, and Administrative Staff Development – Professional Learning Communities.

REPORTS

DISCUSSION WITH AMADO PADILLA REGARDING THE DISTRICT PLAN FOR AN EXPANDED FOREIGN LANGUAGE PROGRAM

Trustee Laura Rich introduced Dr. Amado Padilla, Professor of Education at Stanford University in the area of Language Education Research. Two reports were shared with the Board: the *Plan for Development of District Foreign Language Program (Developed by District Strategic Planning Committee), April 4, 2007*, and *Findings of the Elementary Foreign Language Study Committee, February 8, 2006*. The Board engaged in discussion with Dr. Padilla. It was pointed out that often the younger children are when they begin acquisition of a foreign language (acquiring the skills of reading, writing and communicating) the more successful they are. The benefits of how and when to teach young children a foreign language were pointed out. Dr. Padilla said that some of the reasons for making foreign language available at the elementary level included helping the student get to the second year of that language faster along with developing cognitively, socially, and linguistically. The benefits of a FLES program (instruction in the foreign language three times a week) and those of an immersion program were discussed. Dr. Padilla noted that a FLES Program plus an immersion program would be ideal. Superintendent Ranella shared the results of the recent District Parent Survey which were in favor of implementation of a foreign language program at the elementary level. The Board is considering authorization of the program for the fall of 2008.

SUMMARY OF SUMMER SCHOOL

The Co-directors of Summer School, Linda Creighton and Bets McKnight, reported to the Board on Summer School 2007, noting that the program had been redesigned from previous years and included EL and Resource Specialist support. Classes had a ratio of six students to one teacher. The curriculum included Reading, Math, P.E. and Art. 174 Menlo Park City School District students were enrolled along with 65 students from the Las Lomas Elementary School District. Summer School 2007 included an independent study piece which was new for this year. A corporate sponsorship grant in the amount of \$25,000 from the Menlo Park-Atherton Education Foundation supported this year's summer

SUMMARY OF SUMMER SCHOOL (continued)

school. Information was shared concerning assessment results and suggestions for improvement for summer school 2008.

STAFF REPORTS (continued)

HUMAN RESOURCES SPECIALIST REPORT

Kathryn Tinio, Human Resource Specialist, presented the *Report on New Teachers* for the 2007-08 school year. Encinal School hired six new teachers (Petrina Jonas, 3rd grade; Kiira Bough and Georgia Kleeman-Keller, 4th grade; Jessy Hamlin and Molly Stitt, 5th grade; Robin Reding, Reading Specialist; Jennifer Butler, half-time counselor at Encinal and half-time counselor at Oak Knoll; Inez Negron, Inclusion Specialist for Encinal and Hillview). Brynn Cahill and Amy Gee were hired at Laurel School. Janet Strauss is the new teacher hired for Hillview Middle School. Ten new teachers were hired at Oak Knoll (Joyce Chan, Kindergarten; Andrea Boatright, Alison Dyer and Elizabeth Wood, 1st grade; Megan Dei Rossi and Laura Johnston, 2nd grade; Jessica Bouret, Jon Coldoff and Teri Murphy, 4th grade; and John Fuller, 5th grade). Mrs. Tinio noted that 52 of the District's 157 teachers have Master's Degrees. Of the 12 teachers hired in 2006, all 12 are still working in the District, and 92% of staff working in the 2006-07 school year is still in the District.

SUPERINTENDENT'S REPORT (continued)

Superintendent Ranella continued his report as follows:

- A new second grade class was added at Oak Knoll School to accommodate enrollment
- Presentation of the Operational Master Plan corresponding with the timing of the District's reconfiguration will be planned for the September 11 Regular Meeting of the Board
- Pre- and opening school activities went well and were well received

FACILITY PLANNER/PROGRAM MANGER'S REPORT

Facility Program Manager Ahmad Sheikholeslami's update to the Board on summer projects included information on the relocatable classrooms at Encinal School, site development and the Preschool and Occupational Therapy building at Laurel School, and installation of the new telephone system at Encinal School and the District Office. Laurel Principal Nancy Hendry commended Mr. Sheikholeslami on how well the construction at Laurel was progressing. In the area of design and planning, Mr. Sheikholeslami reported that modernization and new construction is underway at both Laurel and Encinal Schools, a community input meeting is scheduled for August 29 at Oak Knoll School, and visioning and educational specifications will be developed for Hillview Middle School. Mr. Sheikholeslami noted that traffic at Encinal School has been identified as an environmental issue. The installation of a traffic signal will be proposed at Encinal Avenue and Middlefield Road along with a proposal for the School District, City of Menlo Park and Town of Atherton to partner in financing the signal. Anticipated action items for future Board meetings include finalization of the Master Plan; awarding of the bid for Building F modernization at Encinal School, the field at Encinal School; and environmental studies at Encinal and Oak Knoll Schools.

ACTION ITEMS – FACILITY RELATED

APPROVAL OF SCHEMATIC DESIGN – FOR F WING MODERNIZATION

Architect Erwin Lee of Deems Lewis & McKinley presented completed site schematic plans for Encinal School. Mr. Lee noted that the plans are currently being reviewed at the Division of the State Architect and should be returned in September. The demolition and abatement work is planned to begin in September with construction in October. It was moved/seconded (Child/Rich) and the Board unanimously (5/0) voted to approve the schematic design for F Wing Modernization at Encinal School.

AUTHORIZATION TO PROCEED TO CONSTRUCTION – ENCINAL FIELD AND INFRASTRUCTURE

Construction Manager Ralph Caputo of RGM & Associates reported on the “C3” water run-off requirements that need to be addressed for the Encinal School field project. It was the consensus of the Board to table this agenda item in order that additional research could be done.

DISCUSSION WITH AMADO PADILLA REGARDING THE DISTRICT PLAN FOR AN EXPANDED FOREIGN LANGUAGE PROGRAM (continued)

Trustee Jeff Child reopened the discussion regarding an expanded foreign language program for the District, requesting input from the Principals. It was noted that Board authorization of the expanded foreign language program for fall 2008 will be contingent on potential funding from the Menlo Park-Atherton Education Association. Information was requested on how the Reed School District and the Hillsborough City School District are doing with their foreign language programs.

ACTION

RATIFICATION OF EMPLOYMENT OF NEW PERSONNEL – ENCINAL SCHOOL PRINCIPAL

It was moved/seconded (Fitz/Ives) and the Board voted unanimously (5/0) to ratify the employment of Allison Liner as Principal of Encinal School.

SCHOOL BOARD REPORT

Board President Terry Thygesen noted the need for Board Members to assume some additional assignments. By Board consensus the following assignments were made: PTO Council Liaison: Terry Thygesen; MPAEF Liaison: Jeff Child; Laurel School Liaison: Laura Rich; Encinal School Liaison: Deborah Fitz; Oak Knoll School Liaison: Bruce Ives; Hillview Middle School Liaison: Jeff Child

REPORTS/DISCUSSION (continued)

SURVEY RESULTS

Superintendent Ranella presented information resulting from the 2006-07 Annual Parent Survey and the 2007 Parent Survey (Kindergarten parents). Preliminary responses regarding the issues of transportation and after-school childcare were discussed. Superintendent Ranella noted that next steps include discussions with the City of Menlo Park and the PTO Council regarding after-school childcare.

PROJECTED STUDENT ENROLLMENT

Superintendent Ranella presented the anticipated enrollment for the opening day of the 2007-08 school year along with a five-year enrollment projection at each of the District's schools.

PROJECTED REDEVELOPMENT OF SCHOOL ATTENDANCE BOUNDARIES

Superintendent Ranella noted that the Reconfiguration Plan for the District was adopted by the Board in November of 2006. The Plan includes distribution of students as follows: Laurel School: K-3 – 400 Students; Encinal School: K-5 – 680-700 Students; Oak Knoll School: K-5 – 680-720 Students. A Research and Development Team comprised of the Superintendent, Assistant Superintendent, two Governing Board Members (Deborah Fitz and Bruce Ives), and PTO representation will have a presentation ready for the Board's December meeting.

PROJECTED DATES FOR GOVERNING BOARD MEETINGS

A brief discussion took place with the Board regarding projected dates for Governing Board Meetings for the 2007-08 school year. It was the consensus of the Board to table this item for its September 11th Regular Meeting.

FIRST READING – BOARD POLICY 4157 EMPLOYEE SAFETY – INJURY ILLNESS PREVENTION

The Board had a first reading of new Board Policy 4157 Employee Safety – Injury Illness Prevention which is required by State legislation and enforced by CALOSHA. A second reading and adoption will be scheduled for the September 11th regular meeting of the Board.

FIRST READING – BOARD POLICY 3300 – CREDIT CARD

District Principals requested the development of an alternative process to the current purchase order system to allow for on-line purchasing and other specialized expenditures. The Board had a first reading of Board Policy 3300 regarding use of District credit cards. A second reading and adoption will be scheduled for the September 11th Regular Meeting of the Board.

ACTION

CREDENTIAL ASSIGNMENTS

Education Codes 44256.b and 44258.2 allow a teacher, under certain circumstances, to teach outside of his/her credential authorization by resolution of the Board of Trustees. Due to the schedule at Hillview Middle School, it is necessary that a few certificated personnel be assigned to teach outside of their credential authorization. It was moved/seconded (Ives/Rich) and the Board unanimously adopted Resolution 07.08.2 *Resolution for Assignment of Certificated Personnel Outside of their Credential Authorization*. A roll call vote was taken.

WRITTEN REPORTS/COMMUNICATIONS/CORRESPONDENCE

The following written reports/communications/correspondence were received by the Board:

- Quarterly Report on Williams Uniform Complaints
- Review of 2007-08 Adopted Budget by San Mateo County Office of Education

WRITTEN REPORTS/COMMUNICATIONS/CORRESPONDENCE(continued)

- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of May 2007
- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of June and the Quarter Ended June 30, 2007
- County Treasurer's Monthly Report of Pool Investments and Earnings – Month of July 2007

There being no further business to come before the Board, the meeting was adjourned at 11:50 p.m.

The next regular School Board meeting is on Tuesday, September 11, 2007, at 7:00 p.m.

SIGNED:



DATED:

9/11/2007