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### MINUTES FOR REGULAR MEETING OF DECEMBER 8, 2009

#### Call to Order

The Board of Education of Palo Alto Unified School District held a Regular Meeting in the Board Room at 25 Churchill Avenue, Palo Alto, California. Barb Mitchell, President, called the meeting to order at 5:30 p.m.

#### Members present:

Ms. Barb Mitchell  
 Ms. Barbara Klausner  
 Ms. Melissa Baten Caswell  
 Mr. Dana Tom  
 Ms. Camille Townsend  
 Mr. Steve Zhou, Student Board Rep, Gunn  
 Mr. Jason Willick, Student Board Rep, Paly

#### Staff present:

Dr. Kevin Skelly, Superintendent  
 Dr. Linda Common, Assistant Superintendent  
 Mrs. Ginni Davis, Assistant Superintendent  
 Dr. Scott Bowers, Assistant Superintendent  
 Dr. Robert Golton, Co Chief Business Official  
 Mrs. Cathy Mak, Co Chief Business Official

#### Adjourn to Closed Session

The Board adjourned to closed session pursuant to Government Code 54957 for Employee Evaluation – Superintendent; and pursuant to Government Code 54957 regarding Employee Discipline / Dismissal / Release..

#### Reconvene in Open Session

The Board reconvened in open session at 6:34 p.m. Mitchell announced the board took no reportable action.

#### Approval of Agenda Order

MOTION: It was moved by Townsend; seconded by Tom; and motion carried 5-0 to approve the agenda order.

#### Organizational Meeting

##### Oath of Office

Skelly administered the Oath of Office to members Mitchell and Tom.

#### Election of Officers

Mitchell passed the gavel to Skelly who called for nominations for Board President for 2010.

MOTION: It was moved by Townsend, seconded by Mitchell, and motion carried 5-0 to nominate Klausner as president.

Skelly passed the gavel to Klausner who called for nominations for Board Vice President for 2010.

MOTION: It was moved by Tom, seconded by Townsend, and motion carried 5-0 to nominate Baten Caswell as vice-president.

MOTION: It was moved Baten Caswell, seconded by Mitchell, and motion carried 5-0 to nominate Skelly as Executive Secretary/Clerk.

Klausner acknowledged the contributions of Mitchell as Board President and presented her with a gift. Other members thanked Mitchell and commented on the past year on the board. Mitchell thanked her fellow board members.

#### 2010 Board of Education Committee Assignments

Klausner introduced the item and asked for Board member input prior to the next Board meeting.

#### Name the Board Representative for the County Committee

Klausner introduced the item with Skelly noting this has traditionally been assigned to the Board President.

Mitchell nominated Klausner, with Townsend seconding. The item will return on the consent calendar.

#### Staff and Student Successes

Walt Hays spoke about the contributions of Duane Kester, Custodial Supervisor, in helping arrange for Terman Middle School and El Carmelo Elementary to be part of a pilot recycling program. Kester thanked everyone and recognized that it took the work of many people to make it successful.

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### Superintendent Report

Skelly listed recent recognitions of students and staff. Golton and Ron Smith, Manager, presented a sustainability report.

### Student Board Representatives

Willick, of Palo Alto High School, reported on the annual blood drive by the Key Club, students are talking about the winter formal and prom, Trader Joe's has opened across from the school, and the Indian dance club was to perform on Wednesday. He also responded to a question noting there is a problem with the traffic light for accessing Trader Joe's.

Zhou, of Gunn High School, reported on the family giving tree, the winter sports rally, open mic for YCS service trip, and the visit from Singapore students.

### Consent Calendar

MOTION: It was moved by Mitchell, seconded by Tom, and motion carried 5-0 to approve the consent calendar which included certificated and classified personnel actions and the minutes of November 10 and two meetings of November 17, 2009.

### Discussion

#### First Interim Financial Report

Skelly noted the next two items work together to provide a financial picture of the district. Mak noted the district is mid-year for its financial picture. Her presentation covered:

- September budget changes
- First Interim budget changes
- Estimated fund balance and basic aid reserves
- Projection for 2010-11 budget
- Projection for 2011-12 to 2014-15
- Property Tax growth
- Property Tax revenue per student
- Change in Property Tax revenue
- Change in enrollment
- Change in Property Tax revenue per student
- Unknowns and variables

Board member comments included requesting clarification of the timeline for future budget updates; noted the projected structural deficit covers two school years; clarified the cost of the parcel tax election is strictly for the cost of that election; asked when the report to the Board about community input will be presented and who is providing that input; asked to have copies of what is being presented to the various stakeholders; thanked staff for the clarity of the presentation; asked about where increased costs are in the budget; clarified that tight staffing ratios helped to save half a million dollars in the current budget year; thanked staff for putting the district in a strong position to address the budget issues; and noted there are still difficult decisions to be made.

### Discussion

#### Parcel Tax Resolution #2009-10.08

Skelly turned the item over to Golton and Charles Heath, consultant. Golton noted the questions are whether to have the election, when to have the election, and what the language should say. The proposal for renewal is for a \$96 increase, for six years, with an annual cost of living adjustment of two percent. The language is not final. The recommendation is for the election be held April 6, a mail in only election, which costs half that of a polling election.

Board member comments included noting this is not a renewal but a replacement; noted parcel taxes are a locally-controlled, stable funding; noted how difficult it is to use 75 words to say what is needed to be said; noted costs increased almost immediately after passage of the last parcel tax; commented on the need for the annual two percent adjustment to cover increasing costs; asked about choosing a mail in ballot; clarified that one does not have to be a permanent absentee voter, sending the ballot to all eligible registered voters; asked if it is low risk; asked if other entities can use mail in ballot elections; noted this would be a first for Palo Alto; asked how the mail in ballot works; read the draft of the proposed language; commented on the available flexibility of how the money can be spent; reviewed the full ballot measure; commented on the citizens oversight committee; asked when the language can be posted for the community's access; explained why the community is special including seven period day, course electives, arts and music K-12, noted the tax is one out of every \$16 of the budget, 2,600 students take AP tests and the majority pass with a 4 or 5, 208 seniors were commended or National Merit semi-finalists, AAA rated by Standard & Poors, and asked for the community's support; and noted the annual two percent adjustment is recognition of the continued increasing cost of operating.

### Open Forum

Maria Elena Mendoza commented on the recent meeting regarding dealing with crises at the sites, and she would like schools to work faster to help students who are depressed. She has a friend whose child needs help who has run into complications getting help.

Bertha Cervantes spoke about student stress for her children and getting help quickly.

### Discussion

#### Adoption of Legally Aligned Board Policies

Skelly thanked Ruegsegger for her work to get the policies on line for the community and staff. He noted this was one of the goals for the school year to bring policies into legal compliance. The recommendation is to bring the policies back for approval on January 12. There is also a study session on this topic January 12. He noted the contributions of Burton Cohen and Judy Nishiyama in this process.

Board member comments included outlining when the process began and the goal to pass the policies. Cohen explained the process of working with CSBA. He outlined the process going forward for new policies being presented by CSBA.

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Skelly confirmed the current version (Draft 2) being considered by the Board has been reviewed by CSBA legal staff for full legal compliance.

Board member comments included noting the work done and the work yet to be completed; asked what is being included in the approval; noted this is a starting place for improvement; want to ensure it will reflect the values of the district; noted there is a desire to have it searchable; asked about the quick fixes timeline; asked for the community to be patient; clarified the tree policy has never been visited by the board; asked about questions raised by further review;

The item will return on January 12 at a study session and the regular meeting.

### Discussion

Memorandum of Understanding with Los Altos School District

Skelly explained the MOU and the requirement to renew. Last year's expense was \$52,000 for 12 students under the agreement.

Board member comments included asking the budget costs be included in the materials.

The item will return on the consent calendar.

### Action

Review and Ratification of Single Plans for Student Achievement (SPSA) (formerly School Improvement Plans) and School and Library Improvement Block Grant Budgets (formerly SIP Budgets) for 2009-10 for Addison, Barron Park, Juana Briones, Duveneck, El Carmelo, Escondido, Fairmeadow, Walter Hays, Hoover, Lucille Nixon, Ohlone, and Palo Verde Elementary Schools, and Young fives, and J L Stanford, Jordan, and Terman Middle Schools

Skelly noted the study sessions that previously occurred.

Board member comments included asking about site councils voting and signing off on the SPSAs; noted the makeup of the site councils; noted how impressive the work and presentations were; encouraged the community to read the materials; and appreciated the collaboration within and among the schools.

MOTION: It was moved by Tom, seconded by Townsend, and motion carried 5-0 to ratify the school plans and School and Library Improvement Block Grant budgets as presented.

### Discussion

Call for Nominations for the California School Boards Association (CSBA) Delegate Assembly

Mitchell nominated Tom as a delegate, noting he's an incumbent; Townsend seconded the nomination. Tom noted he will change his application to include a change that he is now the President of the Asian Pacific Islander School Board Members Association.

This item will return on the consent calendar.

### Bond and Facility Items

#### Information

Progress Report on Ohlone Elementary School Construction

Golton presented information on the Ohlone project milestones. Plans have been submitted to DSA and expected approval is for August 2010. Lisa Gelfand, Gelfand Partners, presented

- the Ohlone priorities
- site numbers
- site plans
- floor plans
- daylighting concept
- elevations

Board member comments included appreciation for Gelfand's work.

### Discussion

Authorization to Bid the Site Work and Relocation of Modular Buildings to Accommodate Construction at Gunn High School

Golton reviewed the plan to get this work done over the summer.

Board member comments included the use of time, anticipating eventual construction, and the impact to the campus; asked about the parking and traffic pattern plans; asked about scheduling non-school events and traffic; asked about timing and demolition; and asked about the cost.

Motion: Townsend moved to extend the meeting to 10:30 p.m., Mitchell seconded, and the motion carried 5-0.

### Discussion

Authorization to Bid the Site Work and Relocation of Modular Buildings to Accommodate Palo Alto High School

Golton reviewed the plan to get this work done over the summer.

Board member comments included whether there was somewhere other than the quad to put the portables and for what period of time; asked about limiting student parking; expressed an interest in deferring to the site committee; noted the location of the portables previously was the site of the old science building for 50 years; and asked what communication has occurred with parents.

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### Discussion

Authorization to Bid the Procurement and Relocation of Modular Buildings to Accommodate Construction and Growth at Ohlone Elementary School

Skelly noted Gelfand had covered this plan earlier on the agenda.

Board member comments included the lack of a dollar amount in the report; and asked about placement on the blacktop.

### Discussion

Close-out Amendment to Agreement between the Palo Alto Unified School District and the Jewish Community Center (JCC) Regarding the Greendell Site

Golton explained the termination of this agreement, the acceptance of items left behind, and costs to return the site to the required condition.

This item will return on the consent calendar.

### Discussion

Approval of Construction Change Orders

Golton explained the recommendation by auditors that change orders be presented to the board on a monthly basis. In the future, they will be presented on the consent calendar, similar to the process for warrant approval.

Board member comments included asking the average change order percentage; appreciated the transparency this provides; and noted the change orders are about discovered conditions and not additions to scope.

Skelly asked for an explanation of typical change orders. Board members comments included appreciation of the explanation of what is involved in the change order process.

MOTION: It was moved by Baten Caswell to extend the meeting to 10:40 p.m.; Tom seconded. The motion carried 5-0.

This item will return on consent.

### Discussion

Career Technical Education Facilities Program Grant for Palo Alto High School

Skelly introduced the item, noting the principal, Jacquie McEvoy, has worked on these types of applications successfully in the past. Golton noted this is money being provided by the state for current projects.

Board member comments thanked McEvoy and Dave Hoshiwara, Coordinator, for their work; asked how long it will take to receive the grant; and asked if these were the same grant funding that was previously frozen by the state.

This item will return on consent.

### Discussion

Increase of Project Budgets for High School Master Plans

Skelly noted this is a budgetary item to keep on track.

This item will return on consent.

### Discussion

Authorization to Issue Amendment No. 2 to AEDIS Architecture and Planning

Skelly noted this is a routine item.

Board member comments noted this is money being moved from one project to another.

This item will return on consent.

### Board Members' Reports

There were no reports.

### Adjournment

The meeting was adjourned at 10:40 p.m.

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Secretary to the Board