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**MINUTES FOR SPECIAL MEETING OF MAY 19, 2009**

Call to Order

The Board of Education of Palo Alto Unified School District held a Special Meeting in the Room A at 25 Churchill Avenue, Palo Alto, California. Barb Mitchell, President, called the meeting to order at 12:30 p.m.

Members present:

- Ms. Barb Mitchell, President
- Ms. Barbara Klausner, Vice President
- Ms. Melissa Baten Caswell
- Mr. Dana Tom
- Ms. Camille Townsend

Staff present:

- Dr. Kevin Skelly, Superintendent
- Mrs. Ginni Davis, Assistant Superintendent
- Mr. Scott Laurence, Assistant Superintendent
- Dr. Burton Cohen, Director

Approval of Agenda Order

MOTION: Townsend moved to approve the agenda order. Baten Caswell seconded. Motion carried 5-0.

Discussion

Workshop on District Board Policies Adoption Process

Laurence thanked Klausner and Mitchell, as well as a number of Cabinet members, for assisting him in reviewing materials. He said that at this point, this process was urgent because the District needed to be in compliance. He said the current PAUSD Policy and Procedure manual directed the District and many policies were 20 to 30 years old. To remedy this, Laurence said the District contracted with CSBA (California School Boards Association), which had a common set of templates for Districts to use and edit to fit their specific needs when creating policy manuals. Laurence said that in June, Cohen and a number of other people reviewed the CSBA templates for the Student Services section to determine which ones applied to PAUSD and if any edits should be made. After this had been completed, the selected CSBA templates were sent back to CSBA for review and editing suggestions, and then returned to PAUSD. He said that these steps had occurred, and he was ready to send the policies back to CSBA for further review. It would soon be necessary to get feedback from the public, then to present the policies to the Board for final review and approval. The goal was to have the entire manual available on the web. He said this process had to continue, in spite of the fact that that he would soon be leaving the District. At the June Board meetings, he suggested the Board discuss process then give everyone a clean copy in July for review and suggestions. The draft could also be made available to the public for review on the web. In August, the goal would be to discuss a structure for the ongoing review and work on policies. He also suggested setting up a policy review committee at that time to handle policies.

Board member comments included availability of the existing policy and procedure manual to all principals, individual school policies and administrative regulations and availability to the community, how policy suggestions were brought to the Board for approval, differentiating policies based on state law and Education Code versus other policies, collecting all administrative regulations to keep in one place for reference, availability of administrative regulation templates from CSBA, possible recommendations from CSBA on the operation of the proposed committee, how the committee would receive new policy recommendations from various sources and its decision-making power, the two reading rule for policies at Board meetings, responsibilities of the staff person on the committee, the value in having a larger committee, concern over losing legislative history, the possibility of an initial feeling of distrust among the community, clarification of timeline, a suggestion for further Board discussion on the makeup of the committee, inclusion of specific groups or representatives in the discussion of pertinent policies and how this would occur, length of terms for committee members and importance of saving history, suggestion that the PTA Council Executive Board select its representative in order to find the most invested person, timeline, the need for this to be a Brown Act committee and that minutes be taken, the means of committee member selection, possible inclusion of an Assistant Principal from a school site in order to provide the person a view into administration, dealing with conflicts between policy and current practice, adding another study session to discuss committee structure before the formal Board discussion on June 2, possibly holding a study session in early August to discuss progress, further development of the committee's charge statement, the planned start of committee work in October, the responsibility of updating the policy manual after the full manual has been revised and approved by the Board, parent concern over police search and seizure and a related proposed policy, creation of a priority list by the Board, discussion on June 2 of a more detailed description of the committee composition and charge, the importance of including a parent representative on the committee who was recommended by the PTA Council, and community interest in changing the textbook adoption policy before the next adoption.

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Adjournment

The meeting was adjourned at 2:20 p.m.

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Secretary to the Board