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MINUTES FOR SPECIAL MEETING OF JANUARY 10, 2012.

Call to Order

The Board of Education of Palo Alto Unified School District held a Special Meeting in Conference Room A at 25 Churchill Avenue, Palo Alto, California. Townsend, President, called the meeting to order at 12:03 p.m.

Members present:

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

Staff present:

Dr. Kevin Skelly, Superintendent
 Dr. Robert Golton, Facilities and Bond Program Manager
 Dr. Charles Young, Associate Superintendent – Educational Services
 Mrs. Cathy Mak, Chief Business Official
 Dr. Scott Bowers, Assistant Superintendent – Human Resources
 Margie Mitchell, Attendance Supervisor

Study Session

Voluntary Transfer Program

Skelly introduced Kendra Bischoff, Ph.D, and her research about the voluntary transfer program.

Bischoff described her study, which compared students that got into the Tinsley program and those that did not, though they applied. The records she analyzed covered 1998 to 2008. She used test score data between 2003 and 2010 since it was available electronically at that time. The results are combined for Palo Alto and other area districts (Woodside, Menlo Park, Las Lomas, Belmont, San Carlos), though Palo Alto represents the majority of the VTP students. She also interviewed 30 parents who were in the process of applying to the program and 60 randomly selected student participants and their parents.

Major findings included: there were very small positive effects in math and English for participants in the VTP program; there were large positive effects in science and history (which are only tested at older ages); in some grades there was a 10% greater likelihood that Tinsley students were placed in special education; and Tinsley students are less likely to be considered English learners (not English language proficient).

Bischoff said there was an online survey administered about social outcomes to VTP students – data is not available yet, but will be provided to the Board.

Themes that emerged from her study included: the difficulty of forming and maintaining friendships with students that live outside of one's neighborhood; a shift in middle school where students' friendships shifted toward other Tinsley students; the difficulty of Tinsley students to be involved in extracurricular activities because of limited transportation and economic means; geographic mobility – families that move out of East Palo Alto must leave the program; social aspects of riding the bus to and from school; high school participant insight into their place in the school district and the significance/value of the program.

Board member questions/comments included: appreciation for Bischoff's work and her rigorous scientific approach; whether designated ELL students were included in the pool of data; whether her study looked at extracurricular participation; when her report will be publically available; how could Tinsley students be made to feel less like outsiders; the availability of college-going rates for the students studied; did students move into charter schools in East Palo Alto at a higher rate than their peers; can Tinsley students leave Palo Alto and return; clarification that the students in the study that didn't get into the program attended Ravenswood School District; what were some of the positive experiences that students shared in the study; and reasons for why improvements in English proficiency were small.

Bischoff said that students had positive feedback for the level of instruction, academics and the school environment. She said that Palo Alto is the most popular choice for families to apply to because of proximity to East Palo Alto and its unique

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K-12 status.

Public Comments

Susan Nussman asked about the attrition rate in the Ravenswood district.

Skelly mentioned that Bischoff also presented her study to Palo Alto principals. Her current research is about civic engagement. He mentioned work on bussing and clustering.

K-12 Enrollment Projections

Dean Waldfoegel of DecisionInsite presented a PowerPoint of the following slides:

- DecisionInsite
- The DecisionInsite Design and Management Team
- DecisionInsite's Key Services
- Presentation
- PAUSD Selected Community Demographic Trends
- Trends: Population, Households and Families
- Projected Population Change: 5 Years
- Projected Population Change: 10 Years
- PAUSD Enrollment History
- Recent Historical Changes
- Kindergarten Impact
- Sample Studyblock Variability
- Kindergarten Enrollment by Ethnicity
- Students New to the District 2011 Grades 1-12
- Live Birth
- Cohort Aging
- Grade Level Profiles
- Out of District
- Summary of Historical Enrollment Trends
- PAUSD Student Enrollment Forecast
- Method
- Key Assumptions
- Moderate 5 Year Projection
- Cohort Change Array
- Geographic Area Enrollment
 - o North Cluster
 - o West Cluster
 - o South Cluster
- Middle School Enrollment
 - o Conservative
 - o Moderate
- High School Enrollment
 - o Conservative
 - o Moderate
- Transitional K Projection
- New Dwelling Units
- Projected Dwelling Unit Occupancy
- Students Generated By New Housing
- District-wide Projections
- Conservative and Moderate Compared – 5 Year
 - o Elementary Level
 - o Middle School Level
 - o High School Level
- General Conclusions

Board member questions/comments included: how does the amount of variability in our study block size compare to other districts; is this a typical pattern for an established community; why is three years of data the amount used for comparison; do statistics on cohort change include both new housing and migration; what assumptions underlie the natural decline in the North cluster; how far back historically should we look in making projections to ensure we catch the right trend; how to take major housing developments into account; frustration with the variability in data in making a prediction; desire to take one-time new housing bubbles out of the data used for projections; desire to look at where there is the most likelihood of development; desire to use knowledge about Stanford's new housing developments; desire to use ABAG numbers/emphasis on building around transportation corridors; desire to consider areas of Palo Alto where seniors are aging out of their homes more quickly than others; effect of transitional Kindergarten on the projections; surprise at

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moderate growth projection for middle schools; what is capacity at the middle schools; comfort with the conservative five year projections, but not beyond them; expectation that growth will continue into the future; comfort only with one-year projections when looking at neighborhood schools; what is the downside risk to overestimating enrollment; noting work that can be done outside of demographers to plan for housing growth; need to communicate data in one united presentation to the community; desire to use U.S. Census data to determine the age of the Palo Alto population; a need to understand the implications of changing sixth grade from a middle school model to an elementary model; desire for elementary and middle school principals to discuss these issues together; a desire to develop a long term population plan with multiple scenarios with the City of Palo Alto, Stanford, Los Altos Hills and Portola Valley; and a desire to be flexible in planning elementary capacity by cluster and look at non-geographically specific programs.

Golton mentioned that the data that will be available in February at the end of the priority enrollment window will be very valuable. Waldfogel described the importance of revisiting assumptions that projections are based on. He said that the district's variability in data cluster by cluster makes the work of making planning decisions very difficult.

Golton introduced City Advanced Planning Manager Stephen Turner. Turner said that he is developing housing projections into the future and offered them to the Board and to the demographer. He said there will be greater support for the projection data if the school district and City data agrees.

Waldfogel said that the projections take into account the fact that the Kindergarten eligibility date is moving up over the next three years. Golton described how past projections matched up with actual enrollment – high at elementary and low at middle school and high school. He said that capacities at the middle schools are 1100 for JLS and Jordan and 700 for Terman.

Skelly said that resources need to be used to build capacity while allowing for the most flexibility when eventually growth stops or slows. Waldfogel said that it is expected that accuracy of predictions will decline as you move further out in time. He said that in making predictions, they are able to remove students in new housing developments in the calculation of cohort change.

Public Comments

Diane Reklis said she appreciated that the district didn't use live birth data as a predictor. She said that she doesn't expect that Palo Alto families will stop holding back their students from kindergarten. She also said that multi-generational families are becoming more prevalent in Palo Alto.

Skelly said that there is no budget currently for a fourth middle school if needed in the future. He described next steps which include the budget for elementary construction and decisions regarding next steps in adding capacity. The Board directed Skelly to have meetings during the day as study sessions to work on the planning of educational models for middle schools and other enrollment planning needs. Skelly and Golton agreed that they could possibly bring the topic of the elementary construction budget and capacity planning at a February study session. The Board said that they would like a recommendation from staff regarding elementary capacity planning, that a decision be made about Garland's use this year, that a plan be made for adding capacity in the West cluster, looking at current resident population by attendance area/cluster as a baseline, and that they look at how 525 San Antonio Road will be used (including Greendell at Cubberley).

Skelly summarized the To-Do list as follows:

- Garland
- Current pinch points
- Recommendations
- Capacity issues without bond funds
- Resident students to seats
- City population 2030
- Values around school size/configuration
- San Antonio / Cubberley planning

Adjournment

The meeting was adjourned at 3:44 p.m.

Secretary to the Board

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MINUTES FOR REGULAR MEETING OF JANUARY 17, 2012

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| <u>Call to Order</u> | <p>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. Townsend, President, called the meeting to order at 5:30 p.m.</p> <p>Members present: Ms. Camille Townsend, President Mr. Dana Tom, Vice President Ms. Melissa Baten Caswell Ms. Barbara Klausner Ms. Barb Mitchell</p> <p>Staff present: Dr. Kevin Skelly, Superintendent Dr. Charles Young, Associate Superintendent Dr. Scott Bowers, Assistant Superintendent Dr. Robert Golton, Facilities and Bond Program Manager--absent Mrs. Cathy Mak, Chief Business Official Gurpal Virdi, Student Board Representative—Gunn Alex Carter, Student Board Representative—Paly</p> |
| <u>Closed Session</u> | <p>The Board adjourned to closed session pursuant to Government Code 54957.6, Conference with Labor Negotiator, Dr. Scott Bowers, regarding PAEA, CSEA, and Non-represented groups; pursuant to Government Code §54957 for Employee Discipline/Dismissal/Release; and pursuant to Government Code §54956.9 for Anticipated Litigation.</p> |
| <u>Approval of Agenda Order</u> | <p>The Board reconvened in open session at 6:31 p.m. Townsend announced the Board took no reportable action during closed session.</p> <p>MOTION: It was moved by Baten Caswell; seconded by Klausner; and the motion carried 5-0 to approve the agenda order.</p> |
| <u>Staff and Student Successes</u> | <p>Skelly mentioned student musicians who were awarded with honors as well as students who earned their Eagle Scout status for community service.</p> |
| <u>Student Board Representative Reports</u> | <p>Virdi reported on finals week, SAC provided doughnuts for students, an upcoming MLK, Jr. assembly, conclusion of student focus groups, a January 25 summer opportunities event, a three day trivia competition in early February, math testing and the start of spring sports practices.</p> <p>Carter spoke about ASB efforts to relieve student stress during finals week, a cookies/hot chocolate gathering for the end of finals week, the February Sadie Hawkins dance, an upcoming shadow day on January 30, winter sports and debate tournaments.</p> |
| <u>Superintendent's Report</u> | <p>Skelly spoke about finals week, new families entering PAUSD mid-year, priority 1 student enrollment for 2012-13, upcoming choice program lotteries, uncertainty around trigger cuts in the State budget and low sign-ups for Transitional Kindergarten. He thanked the Board for his mid-year evaluation meeting in the morning.</p> |
| <u>Consent Calendar</u> | <p>MOTION: It was moved by Baten Caswell, seconded by Klausner, and the motion carried 5-0 to approve the consent calendar including the certificated and classified personnel actions, approval of minutes, Resolution 2011-12.10 – Read Across America Day, Uniform Complaint (Williams Settlement and Valenzuela/CAHSEE Lawsuit Settlement) Quarterly Reports; and Extended Field Trip – International.</p> |
| <u>Action</u> Annual Request to Submit an Application for Consolidated Categorical Aid | <p>Skelly introduced Judy Argumedo, Coordinator of Academic Success.</p> <p>Argumedo presented a PowerPoint including the following slides:</p> <ul style="list-style-type: none"> - Consolidated Application - Purpose - Categorical Fund Targets - Elementary |

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- Secondary
- Target Areas
- Next Steps

Board member questions/comments included: a review of the amount of funding allocations; a clarification of Argumedo's goal of reaching all students in the target population; appreciation for Argumedo's personal story and work; a question about the effect of the Governor's budget on the funding allocations; desire for a more detailed description of Argumedo's home visits; and clarification of which staff member is responsible for Title II funds.

Argumedo spoke about her experience as being the first member of her family to go to college. She said that she doesn't expect funding of the programs she oversees to change in the next two years as most of it is federal. She described her outreach efforts to disadvantaged families. She said Dr. Young is responsible for Title II funds.

Public Comments

Ken Dauber spoke about the letter written by the math department at Palo Alto High School. He provided data about the CST test scores for Algebra 2 in Palo Alto. He asked that Title II funds be used for professional development for Paly math teachers to close the achievement gap.

Michele Dauber said that Palo Alto ranks low statewide for Algebra 2 achievement and criticized a teacher's comments.

Kathy Sharp spoke about local labor market requirements which are not met by PAUSD graduation requirements. She asked the Board to take a stand on the issue.

Trish Davis urged the Board to address the achievement gap for minority students and to work with Stanford University's School of Education.

MOTION: It was moved by Mitchell; seconded by Tom; and the motion carried 5-0 to approve the request to submit an application for Consolidated Categorical Aid, Part II.

Skelly mentioned Ms. Zhang's background. She was not available to appear at the Board meeting.

Public Comments

Michele Dauber discussed data that shows Gunn student and parent dissatisfaction with counseling. She asked for equality of treatment of students. She criticized the data from the Naviance surveys.

Ken Dauber asked that Ms. Zhang be provided with the raw data that shows the gap between the two counseling programs.

Kathy Sharp asked that the Wasc survey be used as the baseline data instead of the Naviance survey. She asked that counseling improve to meet educational needs.

Skelly said that more than the Naviance data will be used by Ms. Zhang. He said that parent and student satisfaction are important facets of the study. He said that vocational opportunities are important to address and asked the Board to wait for the study to be completed. He described the guidance models used by some of the schools in the 21st Century Consortium.

Board member questions/comments included: looking forward to the discussion once the work is completed in March; looking forward to meeting Ms. Zhang; appreciation for the level of detail in the work plan; praise for the inclusion of focus groups with parents and students; desire that a wide swath of participants be included in the focus groups like the randomly selected groups put together last spring; clarification that the strategic plan was done four years ago; praise for the use of an independent consultant to conduct the study; clarification of how the outcomes from the two guidance models will be included in the analysis; whether there is a measurable difference in outcomes; whether students are using outside resources to supplement guidance services; a desire to contact comparable districts like Piedmont and San Ramon USD; praise for the study's methodology; a reason for why parents aren't being surveyed; appreciation for watching the budget for the study; a desire to look at how parents act as distributors of information regarding college admissions; desire to present where students are attending colleges at a Board meeting; desire to utilize public expertise in the community; discomfort with using information about whether students got into their top choice/a prestigious school as a measure of success; desire to look at services provided; and clarification that a national framework for success will be used.

Student Board member questions/comments included: praise for the frequency of meetings between Paly advisors and students; praise for Gunn's guidance department; noting that Gunn guidance staff encourages more meetings than the one required annually; and noting the availability of Adolescent Counseling Services for social-emotional health needs at Gunn.

Information

Update on High School Guidance Models

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Information

Mid-year Progress Report on District 2011-12 Focused Goals

Skelly presented a PowerPoint including the following slides:

- Our Mission
- Presentation of Focused Goals
- Strategic Plan Areas
- Working Draft Schedule of 2011-12 Agenda Items
- Academic Excellence and Learning
- Staff Recruitment & Development
- Budget Trends and Infrastructure
- Governance and Communication
- Looking Ahead

Young presented the following slides:

- Thinking about our work
- Two Basic Questions
- Responsibilities & Initiatives
- Nonnegotiable Goals
- Findings from Meta-Analysis
- "The District, Schools, and Teachers Working Together"
- McKinsey and Company Report (2007)

Board member questions/comments included: whether it is anticipated that all of the goals and outcomes of the focused goals will be achieved by the end of the year; a need to revisit volume of work for staff; praise for the outcomes/activities/owners document; praise for Dr. Young's presentation; support for staff work toward the focused goals; a desire to celebrate the basic educational work in the district; and praise for the work going on with the bond funds for construction.

Public Comments

Ken Dauber asked the Board to give clarity to the A-G issue.

Michele Dauber spoke about change management as it relates to the A-G issue.

Kathy Sharp talked about the economic inequality within PAUSD.

LaToya Baldwin Clark spoke in favor of equality of educational opportunity for students of color.

Sara Woodham spoke against the letter written by Paly math staff that opposed adoption of the A-G requirements.

Marielena Gaona-Mendoza spoke about student difficulties in achieving post-secondary goals.

Trish Davis spoke about an individual student's struggles in math courses in Palo Alto.

Kim Bomar spoke about how opinions in the Paly math department had not changed in a new article that appeared in the Mercury News.

Wynn Hauser criticized a teacher's statements and asked the Board and staff to oppose them.

Nana Chancellor expressed concerns about inequalities in the district and her decision to educate her children in Palo Alto.

Board member questions/comments included: desire to see work that staff is doing on graduation requirements; dissatisfaction with the achievement gap for minority students; desire to work together rather than point fingers; desire not to leave a vacuum on the topic; desire to hear a wide variety of opinions in a safe atmosphere; and clarification of what the A-G requirements are.

Skelly spoke about concerns around students with issues that would require waivers to the A-G requirements. He said that a meeting on the A-G topic will take place in March, and that if the meeting is done during the day, it will be televised and recorded.

MOTION: It was moved by Klausner; seconded by Baten Caswell; and the motion carried 5-0 to change the agenda order so that Information Item 13 (2010-11 Annual Independent Audit Report) would be moved to after Information Item 10.

Public Comments

Ken Dauber explained where data that he did his research on CST Algebra II scores came from.

Boyce Sanders spoke about the California Cancer Research Act and encouraged the district to pass a resolution in its support.

Michele Dauber thanked Dr. Skelly for his comments and taking responsibility for the Paly math department letter and asked

Open Forum

Approved:

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the Board to do the same.

LaToya Baldwin Clark spoke about the issue of civility and the time the community members spend on researching the issues.

Marielena Gaona-Mendoza encouraged that students be asked to achieve their best.

Sara Woodham asked that the role of tutoring be explained in students' math achievement.

Skelly spoke about struggles to help students who have not been able to pass Algebra II.

Joyce Peters, independent auditor, presented the results of last year's audit of the district. The audit was clean.

Board members expressed pleasure with the clean audit and thanked the auditor.

MOTION: It was moved by Mitchell; seconded by Tom; and the motion carried 5-0 to extend the meeting to 11:00 p.m.

Hodges spoke about the 583 seat count which includes the upper side box seats.

Board member questions/comments included: whether anything else in the item had changed; support for the item; how solid the 583 number is; appreciation for the effort to maximize the seats; and thanks to the steering committee and Erwin Lee.

Mr. Berman spoke about the two years of work that went into the plan. He said that between the last Board meeting and tonight, the only work was to make some of the numbers of seats more exact.

MOTION: It was moved by Baten Caswell; seconded by Mitchell; and the motion carried 5-0 to approve the schematic design of the Performing Arts Center at Palo Alto High School; approve an increase to the project budget of \$6,675,049 to be transferred from the Paly Reserve fund, for a new proposed project budget of \$24,395,049; and approve Addendum No. 12 to DLM Architects in the amount of \$207,600.

Mak presented a PowerPoint presentation with the following slides:

- Budget Development/Financial Reporting/Calendar For The 2011-12 & 2012-13 Budget
- Update on 2011-12
- Proposed Mid-Year Cuts
- 2012-13 Governor's Proposed Budget
- Multi-Year Projections if Tax Initiative Passes
- Multi-Year Projections if Tax Initiative Fails
- Next Steps

Board member questions/comments included: clarification on how to adopt a budget prior to the voter tax measure in November; appreciation for Mrs. Mak's work; desire for more information about the cut where per student allotment is reduced – both where the money comes from and how remediation is involved; desire not to punish those that save funds for use once every few years; hesitance to cut funds at the site level; appreciation for cuts that have very little effect on classrooms; whether transportation from Los Altos Hills is fully paid for by fees; any plans to reduce bus service from East Palo Alto; and clarification of the budget planning timeline into the fall of 2012.

Skelly explained that these policies were simple and expected that they would go on consent at the next meeting.

Board member questions/comments included: desire for background on the policy of naming facilities; clarification that policy updates came from CSBA, rather than PIE or another internal source; and desire to change the policy from "shall" to "may" in the first and second sentences of BP 7310.

This item will go on consent for the January 31, 2012 regular meeting.

Skelly said that a lot of input was taken on the class size policy after its suspension in September 2011.

Public Comments

Triona Gogarty described the history of class sizes in the district. She spoke of the concern of the effects of the economy on the classroom experience of children. She said that the current remediation funding works and that PAEA wants to maintain it.

Skelly said that district goals are to keep class size values of 22 students in grades K-3 and 24 students in grades 4-5. Exceptions have arisen to keep students in their neighborhood school. He said that the Board policy keeps the values, but

Information

2010-11 Annual Independent Audit Report

Action

Approval of Schematic Design, Project Budget and Architect Addendum for the Performing Arts Center at Palo Alto High School

Discussion

Budget Update and Report on the Governor's Proposed Budget

Discussion

New Board Policies and Board Policy Updates

Discussion

Board Policy 6151 – Class Size

Approved:

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cannot guarantee the numbers in it.

Board member questions/comments included: thanks to Klausner for her research on this topic; support for a suggestion from the PTA president that acknowledges the community value of lower pupil:teacher ratios; desire not to overstate the importance of lowering the pupil:teacher ratio; desire to leave room in the policy to allow hybrid forms of instruction; a desire to be flexible in the policy since other educational values are important; request for Board members to submit input prior to the next Board meeting; and a preference to keeping the drafted language as not to over-constrain the Board in the future.

Board members agreed to submit comments to the Superintendent by Tuesday January 24, 2012. This item will return for action at the January 31, 2012 regular meeting.

Discussion

Board Policy 5030 – Student Wellness

Skelly introduced the item and the staff/Health Council members who worked on it.

Board member questions/comments included: clarification on an edit to the policy made by the PAUSD Health Council; a question about what will happen in the future when the Health Council composition changes; clarification of the use of brackets within the mark-up of the policy; and appreciation for the policy and those who worked on it.

This item will go on consent for the January 31, 2012 regular meeting.

MOTION: It was moved by Tom; seconded by Mitchell; and the motion carried 5-0 to extend the meeting to 11:15 p.m.

Discussion

Board Policy 5145.11 – Questioning and Apprehension by Law Enforcement

Skelly described the policy and how it was changed from the CSBA template. The law on the topic is somewhat unclear. He asked that the item be placed as an Action item on the January 31, 2012 regular meeting agenda and said he would bring feedback from PAPD Chief Dennis Burns.

Board member questions/comments included: whether it was reviewed by legal counsel; concern that parents would not be notified when their child was interviewed by police staff; what is the law when a child under 18 is questioned by the police on public property, but not a school; recognition that this policy does not apply to disciplinary investigations on campuses; appreciation for the seeking of insight from local police staff; and concern that parents will be upset/desire for clarification of the policy.

Skelly said that legal counsel reviewed the policy and pointed out the changes that were suggested.

Action

2012 Board of Education Committee Assignments

Townsend said that Klausner will serve on the Regional Occupational Program Policy Council committee.

Board members requested that the list of assignments be posted to the Board committees page on the PAUSD website.

MOTION: It was moved by Mitchell; seconded by Tom; and the motion carried 5-0 to approve the list of 2012 Board of Education Committee Assignments as presented.

Board Members' Reports

Klausner mentioned that City Council members Yeh and Shepherd will work with Curtis Williams to address issues and strategies related to the Regional Housing allocation number that affects Palo Alto's zoning. They invited the Board to provide a representative to their committee. More information will be shared. Board members should express interest to the President and the topic will be agendized for the next meeting.

Tom said that there were 13 candidates for 5 CSBA delegate assembly seats in this region.

Mitchell said that the High-Speed Rail Task Force would have a meeting Thursday night.

Baten Caswell encouraged Board members to look at the presentation from the Tinsley meeting with the San Mateo County Counsel on January 13, 2012. She mentioned the JLS International potluck taking place at 5:30 p.m. the next evening.

Adjournment

The meeting was adjourned at 11:18 p.m.

Secretary to the Board