

BOARD OF EDUCATION

Attachment: Information

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PALO ALTO UNIFIED SCHOOL DISTRICT

Date:

11.17.09

TO: Kevin Skelly, Superintendent

FROM: Linda Common, Assistant Superintendent – Administrative Services

PREPARED BY: Burton Cohen, Director – Secondary Education

SUBJECT: Update - District Board Policies Adoption Process

STRATEGIC PLAN INITIATIVE

Governance and Communication

BACKGROUND

At the March 11, 2008, Board of Education meeting, staff presented an information item regarding review and update of District Board Policies. Based on feedback and direction from the Board, staff moved forward and entered into a contract for services with CSBA Governance and Policy Services. On June 24 - 26, 2008, CSBA Policy Consultant, Kevin Brown, conducted a policy workshop in the District. During the workshop the following goals/values/norms were used to examine District policies, which are now proposed within the following structure to inform the policies review work. **(Items in bold denote primary level goals.)**

Level I Fall 2009 – BOE Discussion/Action

- **Align PAUSD policies with current state laws and mandates as soon as possible**
- Create structure to flag priority policies for in-depth review
- Leverage accuracy, efficiency, and backing of CSBA resources
- Provide web-based access and transparency for Board, staff, and community

Level II Winter/Spring 2010

- **Maintain and guard key PAUSD philosophies, practices, and core values**
- Combine the best of CSBA and PAUSD policies

Level III Winter/Spring 2010

- Begin work on clarification of **Administrative Regulations**

Level IV Spring 2010

- **Create structure for ongoing policy maintenance and review**

During the 2008-09 school year, Board members and appropriate staff reviewed and compared both CSBA sample policies and PAUSD policies, making edits and notes, as necessary. All documents were sent to CSBA for the creation of the first draft of updated policies. This first draft was distributed and reviewed by staff, by Board members Mitchell and Klausner, and again submitted to CSBA for the transcription of second draft.

CSBA Governance and Policy Services office returned the second draft to the District in August 2009. The document was distributed to Board of Education members and Superintendent Skelly on August 28, 2009, for review.

At the October 13, 2009, meeting of the Board of Education, the Adjusted Policies Review Timeline, *Board Policies Review Committee* (BPRC) structure and *Charge Statement* to the BPRC were adopted. Board members also asked clarifying questions as they continued work in reviewing *Draft 2 of the Proposed Board Policies for Legal Alignment (Draft 2)*. Draft 2 is the result of review work by the California School Boards Association (CSBA) Office of Governance and Policy Services.

INFORMATION UPDATE

The purpose of this report is to provide information on those policies reviewed by Board members for further consideration and recommendation. The list of policies represents the compilation of review findings by all Board members. (*Attachment A*). This list will inform the BPRC agenda once its work begins after adoption of Draft 2.

RECOMMENDATION

This is an information item and no action is required.

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Priority Ranking	Complete Policy Number	Title	Focus What do you wish the BPRC to consider?
1	5144(a)	Discipline	Restore philosophy language: "The maintenance of effective school discipline is a significant part of the educational process and is important in providing meaningful learning experiences. Discipline should not simply be punishment for misbehavior, but also should include active, positive efforts to change behavior." (Chapter IV, Section E1)
1	7150.1	Facilities: Tree Policy	Property Committee has reviewed this policy with staff and community. It is ready to be review by the Board. Should be relatively straightforward.
1 and 10	6151	Class Size	Reconsider the direct tie to class sizes of 20. This should reflect our current class size policies.
2	5144.1(a)	Suspension and Expulsion	Restore philosophy language: "Any exclusion of a student from school is used as a last resort and, with the exception of specific serious offenses, this method shall be used only when other alternatives for correcting the student's behavior have failed to bring about the desired conduct." (Chapter IV, Section E8)

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2	6011 and 5116	School Size and Enrollment: School Attendance Boundaries	<p>Board Policy 6011 is current PAUSD School Size and Enrollment; Board Policy 5116(a)-(b) is California School Boards Association (CSBA) School Attendance Boundaries. They overlap, but also serve separate purposes. 6000 Series is "Instruction" and includes School Day, School Calendar, Class Size. 5000 Series is "Students" and includes Attendance, Enrollment, Transfers. Need to better align and blend these provisions.</p> <ul style="list-style-type: none"> -Maybe insert PAUSD language in Board Policy 6011 and Board Policy 6130: Organizational Plan (currently blank) -cf BP 6000(d) - Instruction: Comparability in Instruction -cf BP 5137 - Students: Positive School Climate -cf BP 5142(a) - Students: Safety -cf BP 7000 - Facilities: Concepts and Roles
2 and 10	4117.3	Personnel Reduction	<p>Consider the list of five conditions for personnel reductions. Are they broad enough and do they cover budget cuts specific to Basic Aid Districts.</p> <p>Do we need to have conditions which refer to state budget or property tax revenue reductions.</p>
3, 7, and 10	3100	Basic Aid Reserve Fund	<p>Consider new staff recommendations.</p> <p>Compare policy with recent practice (5-10 years), economic and political conditions, comparable policies in other districts, and our own district's values and objectives.</p> <p>Review required plans and disclosures.</p> <p>We have not been able to be compliant with this policy. Is it time to redefine it so we can use it as a management tool.</p> <p>Review the funding objective and develop a flexible plan that makes it possible to achieve the goal.</p>

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3, 4, and 7	5131	Student Conduct Bullying/Cyberbullying Possession/Use of Cell Phones	Restore philosophy language on site plans that establish and encourage positive behavior and citizenship, with clear written rules and consequences to distinguish minor and major violations. (Chapter IV, Section E3, 6, 7) Ensure clarity on how the district may and/or must respond to incidents of bullying or cyberbullying. Review for consistency with schools' rules.
4	5137(b)	Positive School Climate	Include district goals and practices for gathering, analyzing, and reporting "user" input from staff, parents, and students.
4	100	Philosophy	Better blend of PAUSD language and California School Boards Association (CSBA) template.
4	5137(b)	Positive School Climate	Include district goals and practices for gathering, analyzing, and reporting "user" input from staff, parents, and students.
5	6142.94	Alternative Programs	Review content for appropriateness.
5	6000, 6141, 6142.94 (b)-(k)	Instruction: Curriculum	Compare with current practice and philosophy: Do we have required curriculum guides, committees, periodic review, and expectations of consistency. Do we want clearer statements about comparable/equivalent educational experiences.

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5, 6, and 9	5116 (a) and (b)	School Attendance Boundaries	<p>Review list of guiding principles to capture values on school size, major traffic arteries, grandfathering, enrollment planning, peer streaming, etc.</p> <p>Include district goals and practices for determine which students are placed outside their attendance area due to overcrowding and what parent notifications and options are provided.</p> <p>Can we make sure that this is consistent with Board Policy 6011(b) (our school size policy).</p>
6	6142.94 (h)	Instruction: Alternative Programs/Curriculum; Foreign Language Study	<p>Unclear how much was revised for final California School Boards Association (CSBA) template, but perhaps we should remove reference to specific languages. Express philosophy and general approach in Board Policy, but save specific details for Administrative Regulations.</p>
7	4040 (a) & 6163.4(a)	Online/Internet, Use of District Computers for Online Service/Internet access	<p>Does the use of technology blocks and filters create unrealistic expectations of our ability to protect students from inappropriate content. This has been discussed at Board meetings in the past. Did the Board recommend that each principal would be able to make their choice about this.</p>
7	6154(a)	School Site Homework Plan	<p>Do we really want to let sites define this individually. This can easily lead to real inequalities. Wouldn't it be more consistent with our curriculum policies for the Board to provide a broad philosophy and policy statement regarding homework at each school level (elementary, middle, and high school) and then ask the sites to set guidelines and set norms within those policies.</p>

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7	5000, 5137, ?	Students: Concepts and Roles	Adopt more PAUSD language and intention, especially about positive school climate and support for students.
8	9323	Meeting Procedures	Reword meeting extensions. Sounds like there can only be a single 30 minute extension of the meeting. Should allow multiple and variable number of minutes.
8	6161 (a)	Selection of Instructional Materials	Review staff/parent inputs to improve math adoption process. Add new first step to determine whether existing materials are still meeting district goals; add option for staff to recommend a waiver, per state law.
8	1000(a), 1220, 1230, ?	Community Relations: Concepts and Roles	Adopt more PAUSD language and intent, especially about benefits of community input and involvement (exchange of ideas; collective knowledge, etc.).
9	6142.8	Comprehensive Health Education	Can explicit goals for the district's health program list mental health education.
9	9123	Clerk	Clarify role of clerk vs. secretary. States that clerk must be from the Board of Education's membership.
9	0420 (a)	SPSA	Can we include the district strategic plan as an important input to the Single Plans for Student Achievement (SPSA).
9	6000 Series	Instruction	Merged version needs to be reviewed by district/site instructional leaders to improve organization, balance, simplicity, and accuracy.
9	0200(a)(4), 6000	Philosophy; Instruction	Modify language to include appropriate challenge and support for each student to reach their potential.

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Attachment A

10	0000-0400	Vision, Philosophy, Goals, Plans	Improve organization of merged version, add PAUSD terminology and key references (e.g., strategic plan, organizational values, protocols).
10	6142.91, 6142.92, 6142.93	Reading /Language Arts Instruction, Math Instruction, Science Instruction	Can we explicitly state our strategic plan goal to challenge all students in each one of these sections.
10	6164.2(b)	Personal Counseling	Is there a model where confidentiality is kept for the content of the student/counselor meetings, but parents are notified when their child meets with counseling staff about personal issues.
10	AR 5121	Grades	Although it is an Administrative Regulation, it popped out that it explicitly states the percentages that correspond to the various letter grades. There is variation between teachers.
10	9000	Bylaws of the Board	Blend our Board protocols into the California School Boards Association (CSBA) template of By-Laws and 9000 series.