

BELMONT-REDWOOD SHORES SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING OF  
NOVEMBER 5, 2009  
MINUTES

BOARD  
MEMBERS

PRESENT: Mrs. Jeni Benelli  
Mrs. Karen Clancy  
Mr. Brian Matthews  
Mr. Andrew Stulbarg  
Mrs. Cathy Wright

ABSENT:

STAFF: Dr. Emerita Orta-Camilleri, Superintendent  
Mrs. Nellie Hungerford, Assistant Superintendent, Business Svcs. & Operations  
Ms. Penny Weaver, Assistant Superintendent, Educational Svcs. & Personnel  
Mrs. Diane Ribotta, Administrative Assistant to the Superintendent

CALL TO ORDER

President Clancy called the meeting to order at 5:30 p.m.

OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING  
ITEMS ON THE CLOSED SESSION AGENDA

No one wished to address the Board.

CONVENE TO CLOSED SESSION

At 5:31 p.m. President Clancy adjourned the Regular Board Meeting. At this time, the Board adjourned to Closed Session.

CALL TO ORDER

President Clancy reconvened the Regular Board Meeting at 7:14 p.m.

FLAG SALUTE

Trustees, staff members and citizens in the audience joined President Clancy and Fox School students: Colin Chen, Carrie Welter, Ty Marshall, Katye Chen and Colin Welter in the Pledge of Allegiance.

ANNOUNCEMENTS

President Clancy announced the meeting was being tape recorded. President Clancy thanked Mr. Marchetti, Principal of Fox School, for hosting tonight's Board Meeting.

Mr. Marchetti introduced Ms. Johnson, 1<sup>st</sup> grade teacher at Fox School, along with Colin Chen-4<sup>th</sup> grade, Carrie Welter-4<sup>th</sup> grade, Ty Marshall-4<sup>th</sup> grade, Colin Welter-2<sup>nd</sup> grade and Katye Chen-1<sup>st</sup> grade explained the 4<sup>th</sup> Annual Book Drive that is currently underway at Fox School.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

Moved by Mr. Matthews, seconded by Mrs. Benelli, the Board approved the Agenda and Consent Agenda.

Roll Call: Ayes: Mr. Brian Matthews  
Mrs. Cathy Wright  
Mrs. Jeni Benelli  
Mr. Andrew Stulbarg  
Mrs. Karen Clancy

Motions Approved Under the Consent Agenda

Item #

- 7.a The Board of Trustees approved warrant batches 50 through 62 as presented.
- 7.b The Board of Trustees approved the following personnel actions as presented:  
Leave of Absence:  
Approving an unpaid Leave of Absence for Nina Stahl, Learning Center and SDC para educator, per the CSEA contract for retraining and study. The leave of absence would be from October 26, 2009 to August 2010.
- 7.c The Board approved the contract for nursing services with Kylie Stancil to administer insulin shots for students with funds already allocated in the Educational Services general fund budget in the program of health not to exceed \$7,000.
- 7.d The Board of Trustees approved the submission of the 2009-2010 Homework Center Applications to the San Mateo County Office of Education.
- 7.e The Board of Trustees approved the Landscape Maintenance Agreement with Redwood City for the maintenance of the levee and frontage area of the New School.
- 7.f The Board of Trustees accepted the following donations as presented.  
Fox School  
Nan Hirahara has donated 1 cello estimated value \$750.00 to be used for the elementary music program.
- 7.g The Board approved the contract services with Carin Contreras, Keynote Speaker for Staff Development Day, October 12, 2009 in the amount of \$750.00.

SPEAKERS WISHING TO ADDRESS THE BOARD

President Clancy announced that this portion of the Agenda provides Trustees, staff members and audience members an opportunity to address the Board on any item on the agenda or not included on the agenda. President Clancy also stated that public comments would be limited to three (3) minutes per speaker per topic.

1. Jeanne M. Sole, 1917 Arbor Ave, stated her continued interest in having an immersion program.
2. Joe Galligan, 2404 Easton Dr, Burlingame, stated that he is running for the County Treasurer /Tax Collector.
3. Gilbert Talavera, 1904 Parkwood Dr, San Mateo, stated concerns regarding room 2A at Fox.
4. Michelle Ioffe, 18 Club Drive San Carlos, stated concerns regarding room 2A at Fox.
5. Siva Durairaj, 1001 Continentals Way Apt 109, Belmont, stated concerns regarding room 2A at Fox.
6. Lan Wu, 400 Live Oak Way Unit 403, stated concerns regarding room 2A at Fox.
7. Debby Freesmeier, 3240 Lodge Dr, stated concerns regarding room 2A at Fox.
8. Brian Smith 23 Highlands Ct, stated concerns regarding room 2A at Fox.
9. Wendy Smith, 23 Highlands Ct., stated concerns regarding room 2A at Fox.
10. Cherisse Baird, 816 Alameda, Belmont, stated concerns regarding room 2A at Fox.

11. Dominic Antonelli, 19 Arroyo View Circle, Belmont, stated concerns regarding room 2A at Fox.

APPROVAL OF THE MINUTES

Moved by Mr. Stulbarg, seconded by Mrs. Benelli, the Board approved the Minutes of the Regular Board Meeting held on October 15, 2009.

Roll Call: Ayes: Mr. Brian Matthews  
Mrs. Cathy Wright  
Mrs. Jeni Benelli  
Mr. Andrew Stulbarg  
Mrs. Karen Clancy

NEW SHORES SCHOOL UPDATE

Mrs. Hungerford stated that all buildings have arrived, the field area is close to completion and fencing will be added soon.

Mrs. Hungerford also stated that there has been significant savings-\$600K in unspent funding.

Mrs. Hungerford stated that the school is making excellent progress and thanked Mitch Rhodes of Blach Construction for his efforts.

The Board thanked Mrs. Hungerford for her efforts.

NEW SHORES SCHOOL-CHILD CARE FACILITIES

Mrs. Hungerford stated the New Shores School project has realized significant reductions in budgeted project expenditures. Staff is recommending the funds be used to support the building of two additional classrooms to accommodate after school care. By adding the classrooms as a change order to the existing project, the District can save upwards of \$200,000 in building costs associated with DSA approval fees, Inspector of Record fees and other costs that are already covered under the existing contract.

Mrs. Hungerford stated KB Homes is building near the New Shores School and the estimated revenue to the district could be \$614K.

Moved by Mr. Stulbarg, seconded by Mr. Matthews, the Board of Trustees approved the plan to add two classrooms to the existing plan for the New Shores School, for the purpose of providing facilities for after school day care, at the estimated cost of \$798,735, payable from Fund 21 Bond proceeds and district developer fees.

Roll Call: Ayes: Mr. Brian Matthews  
Mrs. Cathy Wright  
Mrs. Jeni Benelli  
Mr. Andrew Stulbarg  
Mrs. Karen Clancy

TRANSITION PLAN, NAMING OF NEW SCHOOL AND DAY CARE UPDATE

Dr. Orta-Camilleri stated that since there are only 4 -5 5<sup>th</sup> grade students that have requested to attend the new shores school there will be no 5<sup>th</sup> grade class at the new school for the first year 2010-2011.

Dr. Orta-Camilleri stated that a Naming of the New School Committee is being formed by Ms. Cherie Ho. Ms. Ho explained that the community has received a form to name the new school. As of November 20<sup>th</sup> all of the suggested names will be collected. Ms. Ho stated that the committee will consist of Andy Stulbarg, Cathy Wright, Sue Kim Ahn, Suzette Gulsen, Larry Pon, Doug Crisman and Dr. Orta-Camilleri.

Dr. Orta-Camilleri stated the District received 4 Child Care applications. Also, Redwood City Park & Recreation has stated an interest in child care.

All child care providers have been notified that the new school will have a dedicated child care facility.

Mr. Matthews thanked Dr. Orta-Camilleri for her efforts.

#### SINGLE PLAN FOR STUDENT ACHIEVEMENT

Ms. Penny Weaver stated that the Single Plans for Student Achievement for 2009-2010 were being presented for approval this evening by the Principals from Nesbit, Sandpiper, Central, Fox, Cipriani Elementary Schools and Ralston Middle School

Moved by Mrs. Benelli, seconded by Mr. Stulbarg, the Board approved 2009-2010 the Single Plan for School Achievement from Central, Cipriani, Fox, Nesbit and Sandpiper Elementary Schools and Ralston Middle School.

Roll Call: Ayes: Mr. Brian Matthews  
Mrs. Cathy Wright  
Mrs. Jeni Benelli  
Mr. Andrew Stulbarg  
Mrs. Karen Clancy

The Board of Trustees thanked the Administrators for their efforts.

#### PANDEMIC INFLUENZA RESPONSE PLAN UPDATE & DISCUSSION

Ms. Weaver stated that the Pandemic Influenza Response Plan draft for Belmont-Redwood Shores School District has been developed by Linda Mc Daniel under the leadership and guidance of Dr. Emerita Orta-Camilleri, Superintendent with the assistance of the San Mateo County Office of Education and the San Mateo County Health Department.

Educational Services staff continues to monitor absence rates as school office staff report flu infection per our Response Plan. Parent notifications have been developed and distributed for use throughout the District as needed. At Ralston, notices have been sent to the entire school population due to the nature of the class to class movement by students.

Mrs. Wright stated that due to increased enrollment, and reduced custodial time, the District should revisit the custodial hours at each site.

Mrs. Hungerford stated that she will look into the possibility of increasing the custodial hours by

.95 FTE, at an estimated cost of \$45- \$50K annually. Mrs. Hungerford will present her report at the November 19<sup>th</sup> Board Meeting.

#### STAFF DEVELOPMENT REPORT

Ms. Ho stated the October 12, 2009 Staff Development Day was a great success. The focus was Response to Intervention (RTI).

#### ENROLLMENT PROJECTIONS 2010-2011 & 2012-2013

Ms. Weaver stated that an additional 5 elementary and 3 middle school teachers may be needed based on enrollment projections.

Dr. Orta-Camilleri reviewed a hand-out which showed possible options for classroom space for the next two years. Dr. Orta-Camilleri stated that if a Bond Measure was passed it would help with the build outs that may be needed at the sites to accommodate student growth.

Dr. Orta-Camilleri stated that having a demographic study would assist in determining our enrollment projections for the upcoming years. The Board concurred.

Mrs. Benelli stated that the District should explore the option of renting space at Barrett Community Center or other local available facilities.

1. Michael Parker, 7 Knot Lane, Redwood City, stated concerns regarding enrollment projections.
2. Suzette Gulsen, 3029 Seabrook Ct, Redwood City, stated concerns regarding enrollment and Intra-District Transfer policy.
3. Clarissa Naftzger, 1610 Fairway Dr, Belmont, stated concerns regarding enrollment projections.

Dr. Orta-Camilleri thanked the Principals for their efforts.

#### AR 5116.1 INTRA-DISTRICT TRANSFER OPEN ENROLLMENT

Ms. Weaver presented the content of the Administrative Regulation 5116.1 that implements Board Policy 5116.1 and provides specific information on the enrollment procedures and priorities for students new to the District, enrolling Kindergarten students and classroom placement, intra-district and inter-district transfer requests. Board members discussed the time frame for open enrollment and requested information as to how many students were enrolled in the first days of open enrollment last year. Ms. Weaver and Principals responded that most of the new Kindergarteners were enrolled on the first day of open enrollment

#### FACILITIES MASTER PLAN

Ms. Hungerford presented an introduction on the justification for securing a Facility Master Plan (FMP). The purpose of a FMP is to assess the needs of each site based on established educational and facility standards and to establish a cost analysis of what it would cost to bring each site up to the District standard. From this information a bond dollar amount could be determined. In order to complete a FMP, a formal demographic study needs to be completed (estimated at \$7,500) and an initial consultant on FMP needs to be retained (estimated at \$2,500). The study itself could range

from \$80,000-\$150,000 depending on the level of information contained in the report and the experience level of experts to evaluate the sites.

OFFICE OF PERSONNEL SERVICES PRESENTATION

Ms. Weaver and Mrs. Audra Romero, Personnel Supervisor, gave an overview of the processes and procedures of the Human Resources department.

The Board of Trustees thanked Ms. Weaver and Mrs. Romero for their efforts.

REPORTS FROM BOARD MEMBERS OR STAFF

Mrs. Benelli & Dr. Orta-Camilleri attended an event for the Peninsula Partnership Leadership Council.

FUTURE ITEMS

Custodial hours

ADJOURNMENT

The meeting was adjourned at 11:12 p.m.