

Belmont-Redwood Shores School District
Registration and Student Assignment Committee
District Office – Board Room
September 19, 2011
6:30 pm

Agenda

- | | |
|--|----------------|
| 1. Welcome & Introductions | Emerita |
| 2. Committee's Role | Emerita |
| 3. Enrollment for 2011-12 | Suzanne |
| 4. Committee Input on Process | Emerita |
| 5. Review and Finalize Timeline | All |
| 6. Next Steps | All |

Notes from the meeting:

1. Committee members were introduced. Two parents are representing each elementary site. Some representatives have alternates so when the representative is absent the alternative will represent the school. There are three principals, two board members and district office staff. (names are listed on the Timeline attachment)

Robert Tashjian provided an overview of the work that has been done to address the challenges of the District's growing enrollment and steps to address this concern. BRSSD is funded fully by property taxes, (not a revenue limit district) so no extra money from the state to address enrollment growth. District has gone to am/pm K in certain schools, increased class size, is using all classrooms and taking specialist classrooms to address classroom space. A special bond for Redwood Shores helped build a new school. Belmont voters approved a bond for the Belmont schools to take care of facilities repairs and some enrollment growth. Not enough funds to cover all the needs. The modernization plans for Belmont schools will begin this summer. Nesbit continues to be under enrolled, Cipriani is over enrolled.

In addition, Belmont/Redwood Shores passed a bond to address the growth and modernization needs at Ralston.

The Board's decision in June of 2011 to have no school boundaries will require that i) the Board policy be updated; and ii) administrative regulations related to this change be created. The no boundary decision gives the district flexibility to address enrollment growth for those schools that have limitations.

Chuck Velschow and Robert Tashjian stated that the board policy and the administrative regulations related to how we assign students need to be fair, neutral and objective. Both Board members referenced an automated system to create neutrality. An automated system will take the District employees out of the equation.

The Board has not established specific criteria for the assignment of students. When Advisory Committee members asked the Board members what the expectations were regarding assignment criteria, the following items were listed:

- a. Honoring the concept of a neighborhood school;
- b. Keeping siblings together; and
- c. Possibility of distance as a priority (although the distance has not been defined).

2. Committee Roles Discussed – (see attachment – Committee's Role)
 - a. The Committee will assist in drafting a recommended policy statement to be presented to the Board for its approval.
 - The Board may accept or reject the Committee's recommendations regarding the policy statement in its sole discretion.
 - b. The Committee will assist in drafting recommended administrative regulations to be presented to the Board

-The Board will review the Committee's recommendations and give input to insure it aligns with the policy statement.

c. The parents' role will be critical in representing the needs of their communities and sharing information to their respective schools. Parents will need to meet with principals to determine process of sharing our information (examples: PTA mtgs, School Site Council, community meetings).

Committee members expressed concern that they their recommendations could be rejected fully by the Board. The Committee members stated that it would be helpful to have feedback from the Board on its expectations and views on drafts proposals. Committee members felt that an interactive process and open flow of information would provide the Committee the best chance of drafting a recommended policy statement and administrative regulations that would be accepted by the Board.

3. Enrollment - Fall 2010 enrollment was 3,212 and August 2011 is 3,363 (does not include pre-school students in our special education program)

During the meeting several questions and suggestions were raised and they have been summarized in this section.

- a. Will distance be part of the criteria, and if so, how will this be determined?
- b. If we are to honor neighborhood schools, we need to define the characteristics.
- c. One step in this process is to speak to parents from other districts with no boundaries to learn from their experiences. What is working, what did not work? Have it be a broad range of experiences.
- d. If the Committee does contact parents from other districts, it should make an effort to contact parents from a diverse background to avoid the risks associated with polling too small of a sample set.
- e. What is the status for intra district transfers and how will these change (and how will other Board Policies and Administrative Regulations be affected with a no boundary policy.
- f. How will we set priorities for enrollment, what is the criteria for determining where student are assigned? (Enrollment, proximity, siblings, lottery, parent choice, automated system?)
- g. Can on-line registration be implemented? (Look at Carlmont and San Carlos)
- h. Will the registration of students be centralized or will it take place at each site?
- i. Points that were discussed by the group for policy development included:
 - i. Sibling priority
 - ii. Flexibility for the district
 - iii. Fair and neutral process
 - iv. Honor the concept of neighborhood schools
 - v. Communicate the process to the community in a timely manner
 - vi. Create a long term solution

5. Timeline (see attachment – Timeline)

Upcoming Committee Meetings:

- October 12, 2011 6:30 p.m. District Office

- November 9, 2011 6:30 p.m. District Office

Task Force Groups (Meeting dates to be determined by group): Committees are being formed to review policies and administrative regulations that will be recommended to the Board for their consideration. The Board is ultimately the body that decides to approve or change the board policies. The administrative regulations will be developed by staff with support and input from the community. The administrative regulations are the guidelines for the administrators as to how procedures will be implemented. The Board does not have a role in developing the administrative guidelines but these should be aligned with the board policies.

- Policy Review and Revisions: Chuck V., Robert, T. Emerita O-C, Lyra G., Mitra, V., Rebecca F., and Linda M. (BRSSD policies and Mill Valley were passed out for review)
- Administrative Regulations and Protocols – Suzanne R., Annie F., Shannon M. (Ashley), Suvarna B., Suzette G., Michelle K., Lauren M., Rebecca F., Dennis F., George M., Lisa Z.,

6. Next Steps

- Work with County facilitators to plan future meeting and task force work
- Shannon Moon will send reference materials discussed during the meeting