

Belmont-Redwood Shores School District
Registration and Student Assignment Committee
District Office – Board Room
October 12, 2011
6:30 pm

Agenda

1. Introductions and Role of County Facilitators Emerita

2. Board Policy Draft - Update Rebecca & Task Force
 - Review of Board Expectation (June Letter)
 - Review of Policy
 - Small group review/feedback of draft:
 - Reprs. on task force lead conversation:
 - Review the policy
 - Take the statement in its chunks- discuss the language and garner feedback (written form, on post-its)
 - Feedback
 - Prepare to share out
 - Share out: when you want to reinforce another group's feedback (common statement) - please indicate that and try not to be-labor the point

3. Administrative Regulations – Update Suzanne & Task Force

4. Future Capacity With Modernization Nellie

5. Review Timeline All

6. Next Steps All

Notes from the October 12, 2011 meeting

1. The Superintendent introduced two San Mateo County Office Education staff members who will be working with the District to help facilitate our sessions. Brian Simmons and Jeanie McLoughlin worked with the Board Policy Task Force and will work with the Committee as their schedule permits.

Ms. McLoughlin led a discussion on Group Norms. The following norms were agreed upon by the group:

- Everyone's opinion valued;
 - Don't talk over each other; and
 - Strive towards organized discussion – with the goal of efficiency
2. The June 27, 2011 School Assignment Plan Update Memo was shared with the group. Robert Tashjian gave a summary of the Board's intentions with respect to no boundaries in the district.

Rebecca Fisk gave an update on the work done by the Task Force established to draft the Board Policy (BP). The goal of the BP is to reflect and implement the intent of the Board. The BP will serve as a guideline for developing the Administrative Regulations (AR). The Task Force assigned to developing the AR will use the Board Policy as its guideline and will develop the specifics of how this policy will be implemented.

Mr. McLoughlin guided a review of each of the statements in the draft Board Policy. The Committee members provided feedback and comments on each statement. Questions were asked and discussion ensued. Certain modifications were made to the draft Board Policy. Following further discussion, the Committee agreed that the draft Board Policy set forth below should be recommended to the Board in a 1st reading at the Board's next meeting. The suggestion was to have legal counsel review the draft Board Policy before the 2nd reading and final approval by the Board.

Belmont-Redwood Shores SD | 5000 | BP 5116 Students

Student Enrollment And School Assignment

The Governing Board's priority for school enrollment is to preserve the community's commitment to neighborhood schools while providing flexibility for variations in enrollment over time.

To that end, the Board eliminated school attendance areas and established a district-wide attendance area with the goal of assigning students to schools near their homes within each school's capacities.

The Superintendent or designee shall determine the capacity of each school and establish an unbiased enrollment process and objective assignment criteria.

The Board retains the authority to maintain appropriate racial and ethnic balances among district schools as required by law or as specified in applicable court-ordered or voluntary desegregation plans.

3. Suzanne Roy provided an overview of the work that will be done by the Administrative Regulations (AR) Task Force. Members have been responding to the AR's from Mill Valley and posting questions that they have or have heard from parents. She has usually worked alone on AR

so having input from committed individuals will be welcomed. She encouraged members to think about criteria that would demonstrate unbiased and objective (two terms from the draft policy). The dates for the meeting are October 18 and November 2 at 6:30 pm at the District Office. This Task Force group includes all but 3 members from the Committee so there will be a large representation to work on this task.

4. Nellie could not attend the meeting but will provide the school capacity at a later date.
5. The timeline was revised and adjusted. The Board Policy Task Force may not need to meet, but this will be determined after the October 20 Board meeting.
6. Parent Representatives should share information with their communities. Work with principals, PTA and community members to establish ways of disseminating information and gathering feedback for the Administrative Regulations Task Force.

The Superintendent will prepare the 1st Reading of the Board Policy. The revised Timeline will be sent to the Committee with an additional Committee meeting on November 29 at 6:30 pm.

**Belmont-Redwood Shores School District
No Boundary Registration and Student Assignment Advisory Committee**

Purposes:

1. Attend meetings and be an active participant
2. Review and understand facilities master plan and enrollment capacity
3. Review and give input on Board Policies related to registration and student assignment
4. Assist in developing regulations related to registration and student assignment process
5. Present information at site level to SSC, PTA or informational meetings
6. Assist in meeting the timeline for implementation for the 2012-13 school year

Implementation Plan of new process for 2012-13 (Updated 10-12-11)

		<u>TIMELINE</u>	<u>Participants</u>
<i>September</i>	<i>15</i>	<i>7:00 – Board Mtg. Discussion</i>	1. Chuck Velschow
September	19	6:30 – Committee, District Office	2. Robert Tashjian
<i>October</i>	<i>5</i>	<i>6:30 – Task Force, Board Policy</i>	3. Emerita Orta-Camilleri
October	12	6:30 – District Office-Committee	4. Suzanne Roy
October	18	6:30 – Task Force Mtg.-Administrative Regulation	5. Cori McKenzie
			6. Linda McDaniel
October	20	<i>7:00 – Board Meeting, 1st Reading Board Policy</i>	7. Lisa Zachry
November	2	6:30 – Task Force Mtg.-Administrative Regulation	Two parents for each K-5 site
<i>November</i>	<i>3 or 17</i>	<i>7:00 – Board Meeting, 2nd Reading Board Policy</i>	8. Michelle Kelley - Central
November	9 & 29	6:30 – Committee, District Office	9. George Mastalir - Central
<i>December</i>	<i>8</i>	<i>7:00 – Board Mtg. Update on AR</i>	10. Dennis Fetterly - Cipriani
January	TBD	6:30 – District Office-Committee	11. Tim Hoffmann – Cipriani
<i>January</i>	<i>19</i>	<i>7:00 – Board Mtg. Update on AR and Implementation or 2012-13 Registration and Student Assignment</i>	12. Annie Ferme - Fox
			13. Rebecca Fisk - Fox
February	TBD	6:30 – Committee, District Office	14. Lyra Ghose – Nesbit
			15. Lauren Mercer - Nesbit
			16. Suzette Gulsen – R Shores
			17. Ashley Cheung – Future RS
			18. Suvarna Bhopale – Sandpiper
			19. Marcia Hatch - Sandpiper
			Alternates
			Mitra Vandertuin – Central
February		Staff In-service on Policy & AR process	Avery Lyford – Fox
			Melissa Fought – to be at Fox
			Teresa Patel – Nesbit
March		Registration Begins	Shannon Moon – Future RS
			<u>Facilitators:</u> Brian Simmons
			Jeanie McLoughlin