

**LOS ALTOS SCHOOL DISTRICT**  
**Board of Trustees**  
**Study Session/Regular Meeting Minutes**  
**Los Altos School District Board Room**  
**201 Covington Road, Los Altos**  
**June 6, 2011**

CALL TO ORDER	The Study Session/Regular Meeting was called to order by Mr. Cooper at 5:10 p.m.
PRESENT	Mr. Bill Cooper, President; Mr. Mark Goines, Vice-President; Mr. Doug Smith, Clerk; Mrs. Margot Harrigan, Member; Ms. Tamara Logan, Member
ABSENT	None
ADMINISTRATION	Mr. Jeffrey Baier, Superintendent; Mrs. Alyssa Gallagher, Assistant Superintendent, Curriculum and Instruction; Mr. Randall Kenyon, Assistant Superintendent, Business
STAFF	Marcy Birnie, Coleen Crew, Jane Halligan, Laurel McNeil, Amy Shelley, May Samari, Chris Goldner, Judi Hultberg, Sharon Moerner, Dorothy Cowell, Terry Pomposo, Niki Mitchell, Janet Wells, Trish Mitchell, Joanie Craddock, Courtney McAlpin, Christy McCracken, Margie McCracken, Karen Van De Vanter, Jackie Sigua, Georgette Oppezzo, Corinne Nohejl, Leslie Ward, Kate Goines, Lenore Lovoi, Stephanie Tyson, Lorena Rolland, Wendy Johnson, Ellen Kraska, Beth Rubenstein, John Beeman, Marron Honigman, Shari Elmer, Julia McFarland, Kris Swenson, Jim Grijalva, Virginia Harrington, CiCi Nakano, Kim Farwell, Linda Figone, Roberta Pyne, Heather Cavanagh, Elli Sandis, Steve Kane, Janis Tjader, Ellen St. Amand, Linda Forell, Kirby Conrad, Judy Iervolino, Jean Benedict, Reed Smith, Mary Beth Miller, Cortney Mase, Charity Mastropietro, Hector Lopez, Jacque Gorelick, Lisa Swarbrick, Jill Croft, Anne Spector, Karen Kehlet, Candy Wilke, Erin Zaich, Karina Salmon, Susan Goforth-Mautes, Linda Young, Andrea Ziebell, Robin McLaren, Ann Baum, Maureen Lane, Jane Ellen Binkley, Jayne Amsden, Connie Ingram, Christy Eustice, Lynn Boskie, Julia Clawson, Kimberly Dickerson, Quel Cassidy, Valerie Lipinski, Nicole Gonzales, Jennifer Finley, Diane Wharton, James Thurber, Melanie de Monet, Lisa Waxman, Judi Parrish, Janelle Ho, Susan Ellis, Amanda Terry, Janet Taylor, Roberta Robertson, Kimberly Attell, Genie Sitler
PRESS	Traci Newell
OTHERS	Marcia Chmyz, Christine Murad, Carole Hayworth, Tina Cross, Tom Campbell, Margaret Brooks, Anna Hubel, Debra Owen, Beth Levy, Sangeeta Luthra, Eve Dinkle, Megan Crissman, Lucy Mangas, Annie Morgan, Nikki Selden, Vladimir Ivanovic, Curtis Cole, Kristine Bardman, Michelle Sturiale, Elena Shea, Teresa Davancaze, Audrey Crowley, Polly Jensen, Claire Hubel, Lara Daetz, Michelle Galbraith, Karin Smith-Cerra, Kristine Salmon, Denis Salmon, Cecile Peraire, Jocelyn Baird, Adriana Hardwicke, Ela Kucukcakar, Avery Hamm, Elizabeth Maciag, Adele Fredriksson, Kate Evard, Carolyn LeBaron, Charlie Amsden, Kelly Cook, Sarah Robinson, Tabitha Hanson, Anita Wood, Susan Stark, Tom Dennedy, Kari O'Keeffe, Jen Denebeim, Andrea Eyring, Shobana Gubbi, Bill Heye, Joe Seither,
STUDY SESSION	Curtis Cole presented the CACF annual report. Assumptions for the 6-year forecast include property tax increases of 1% for the next two years and 4% thereafter, enrollment peaks at the medium forecast of 4,448 students in 2011-12, LAEF grant of \$1.81M and 10% increases to the healthcare premiums. The forecast does not include year 7, the first year after the Measure E parcel tax ends. An average annual deficit of \$4.3M is anticipated from 2011-12 through 2015-16. There has been a \$1M gap in the budget over the last 10 years, which was not a problem until cuts from the state exceeded \$2M/year and property tax revenue dropped to zero and remained flat. Currently reserves are the only source to cover the deficit and will deplete quickly from 11.21% in year 1 to -5.37% in year 3.

STUDY SESSION (continued)	CACF is currently working on two study projects. The first is the financial analysis of an alternate site for Bullis Charter School. There are 15 identified alternatives and the capital costs and implementation time is being vetted and analyzed. The second project is to develop a sustainable compensation model. The committee has examined "how the numbers work" in detail and is deconstructing the element of total compensation. Reports on both projects will be presented in the fall.
CLOSED SESSION	The meeting adjourned to Closed Session at 5:50 p.m. for anticipated litigation pursuant to Government Code §54957, conference regarding negotiations with LATA, CSEA and non-represented groups pursuant to Government Code §54957.6 and student discipline.
RECONVENE TO OPEN SESSION	The meeting reconvened at 7:07 p.m.
PLEDGE OF ALLEGIANCE	Mr. Cooper asked the public to stand and recite the Pledge of Allegiance to the flag.
CLOSED SESSION REPORT	Mr. Cooper reported no action was taken in Closed Session.
AGENDA APPROVAL	MSC: Mr. Smith, Mr. Goines to approve the agenda of the meeting.  AYES: 5                                      NOES: 0                                      ABSENT: 0
SUPERINTENDENT'S UPDATE	Mr. Baier reported he attended an award ceremony on June 2, 2011 where the Living Classroom received the small business project award from Acterra.
CONSENT ITEMS	MSC: Mrs. Harrigan, Ms. Logan to approve Consent Items 1.1 through 1.6: <ul style="list-style-type: none"> <li>1.1 Regular Board Meeting Minutes, May 23, 2011</li> <li>1.2 Purchase Orders</li> <li>1.3 Resolution #10/11-28, Authorizing Closure of Special Reserve for Other Than Capital Outlay Projects Fund 171</li> <li>1.4 Administrative Law Judge's Decision in the Matter of Certificated Layoffs</li> <li>1.5 Littler Mendelson Agreement for Legal Services, 2011-12</li> <li>1.6 Personnel Actions <ul style="list-style-type: none"> <li><u>Certificated</u> <ul style="list-style-type: none"> <li>1. Employment – Probationary <ul style="list-style-type: none"> <li>1.1 Justine Hedlund, 1.000 Special Day Class Teacher, Covington School Effective: August 15, 2011</li> <li>1.2 Ami Lutz, 1.000 Special Day Class Teacher, Covington School Effective: August 15, 2011</li> <li>1.3 Brendan Marquis, 1.000 Special Day Class Teacher, Blach School Effective: August 15, 2011</li> <li>1.4 Shannon Vassar, 1.000 Resource Specialist, Covington School Effective: August 15, 2011</li> </ul> </li> <li>2. Re-Employment – Probationary <ul style="list-style-type: none"> <li>2.1 Erin Aitken, 1.000 Special Day Class Teacher, Loyola School Effective: August 15, 2011</li> </ul> </li> </ul> </li> </ul> </li> </ul>

CONSENT ITEMS  
(continued)

- 1.7 Personnel Actions (continued)
  3. Temporary Summer School Employment – Summer 2011
    - 3.1 Erin Aitken, Teacher
    - 3.2 Jean Benedict, Teacher
    - 3.3 Kristin Casterson, Teacher
    - 3.4 Jason Dewberry, Principal
    - 3.5 Jennifer Ebrahimi, Teacher
    - 3.6 Meghan Francis, Teacher
    - 3.7 Shauna Fulcher, Teacher
    - 3.8 Kate Goines, Teacher
    - 3.9 Nicole Gonzales, Teacher
    - 3.10 Jay Heeb, Teacher
    - 3.11 Janelle Ho, Teacher
    - 3.12 Julie Jenkins, Teacher
    - 3.13 Wendy Johnson, Teacher
    - 3.14 Andrea Jones, Teacher
    - 3.15 Samantha Kephart, Teacher
    - 3.16 Cortney Mase, Teacher
    - 3.17 Terry Pomposo, Teacher
    - 3.18 Jennifer Portillo, Teacher
    - 3.19 Debbie Schwartzman, Teacher
    - 3.20 Debarati Sen, Teacher
    - 3.21 Kim Sheehan, Teacher
    - 3.22 Anna Uhm, Teacher
    - 3.23 Linda Young, Teacher
  4. Request for leave of absence without pay
    - 4.1 Debra Farley, .200 of .600 FTE, Speech Therapist  
Effective: 2011-12 school year
    - 4.2 Michelle Gravina-Kibble, on leave of absence without pay since 7/1/10  
Effective: 2011-12 school year
    - 4.3 Amy Lile, 1.000 Kindergarten Teacher, Gardner Bullis School  
Effective: 2011-12 school year
  5. The following certificated staff will be dismissed effective June 30, 2011 due to Temporary Employment Status
    - 5.1 John Sheehan, .167 Advanced Math, Springer School
  6. Resignation
    - 6.1 Kristina Anderson, .833 Art Teacher, Blach and Egan Schools  
Effective: June 11, 2011
    - 6.2 Nancy Barrett, .500 3<sup>rd</sup> Grade Teacher, Covington School  
Effective: June 11, 2011
    - 6.3 Marie Garcia, 1.000 3<sup>rd</sup> Grade Teacher, Almond School  
Effective: June 11, 2011
    - 6.4 Darah Kathleen Steinberger, 1.000 Special Day Class Teacher, Loyola School  
Effective: June 11, 2011
    - 6.5 LeAnn Stroy, .800 Speech Therapist, District Office  
Effective: June 11, 2011
    - 6.6 Candace Wilke, .500 5<sup>th</sup> Grade Teacher, Oak School  
Effective: June 11, 2011

CONSENT ITEMS  
(continued)

## 1.7 Personnel Actions (continued)

Classified

1. Temporary Summer School Employment – Summer 2011
  - 1.1 Rao Avula, Instructional Assistant-Special Ed
  - 1.2 Bobbi Behlen, Instructional Assistant-Special Ed
  - 1.3 Leah Blomenkamp, Instructional Assistant-Special Ed
  - 1.4 Shavon Brooks, Program Specialist-Behavior
  - 1.5 Sandy Carse, School Administrative Secretary
  - 1.6 Dan Burkhead, Instructional Assistant
  - 1.7 Debbie Chan, Instructional Assistant-Special Ed
  - 1.8 Leigh Dayley, Instructional Assistant-Special Ed
  - 1.9 Sue DeMoss, Instructional Assistant-Special Ed
  - 1.10 Beth Dewing, Program Specialist-Behavior
  - 1.11 Clarence Dickinson, Program Specialist-Behavior
  - 1.12 Barbara Drinkwater, Instructional Assistant-Special Ed
  - 1.13 Emma Drury, Instructional Assistant
  - 1.14 Kelsey Farwell, Instructional Assistant
  - 1.15 Steven Garcia, Program Specialist-Behavior
  - 1.16 Janet Glikbarg, Assistant-Special Ed
  - 1.17 Martha Gomez, Instructional Assistant-Special Ed
  - 1.18 Elvia Guevara, Program Specialist-Behavior
  - 1.19 Gloria Guizar, Instructional Assistant-Special Ed
  - 1.20 Sherry Hakes, Instructional Assistant
  - 1.21 Gaye Harte, Instructional Assistant-Special Ed
  - 1.22 Karen Hynes, Instructional Assistant
  - 1.23 Whitney Jagunich, Instructional Assistant-Special Ed
  - 1.24 Vaishali Ketkar, Instructional Assistant-Special Ed
  - 1.25 Elizabeth King-Johnson, Instructional Assistant-Special Ed
  - 1.26 Colleen Kneebone, Instructional Assistant
  - 1.27 Janet Milbank, Instructional Assistant
  - 1.28 Laura "Liz" Miller, Program Specialist-Behavior
  - 1.29 Palmer Mitchell, Instructional Assistant
  - 1.30 Alice Montgomery, Instructional Assistant-Special Ed
  - 1.31 Khanh Nguyen, Program Specialist-Behavior
  - 1.32 Kathryn Pearlman, Instructional Assistant
  - 1.33 Jonathan Ramos, Instructional Assistant
  - 1.34 Linda Ripley-Smith, Instructional Assistant
  - 1.35 Patrick Sheehan, Instructional Assistant
  - 1.36 Kathleen Stutzman, Instructional Assistant-Special Ed
  - 1.37 Marissa Susbilla, Instructional Assistant-Special Ed
  - 1.38 Denise Tanaka, Instructional Assistant
  - 1.39 Liz Tomkins, Instructional Assistant-Special Ed
  - 1.40 Liya Vladimirskaia, Instructional Assistant-Special Ed
  - 1.41 Cathy Voelker, Instructional Assistant-Special Ed
  - 1.42 Kendra Weldin, Instructional Assistant-Special Ed
  - 1.43 Nicole Yeaman-Sanchez, Instructional Assistant
  - 1.44 Nick Ziebell, Instructional Assistant

CONSENT ITEMS  
(continued)

- 1.7 Personnel Actions (continued)
  2. Resignation
    - 2.1 Elizabeth Behlen, Instructional Assistant – Special Education  
Effective: June 11, 2011
    - 2.2 Setareh Ghaffarian, Noon Duty Aide, Covington School  
Effective: May 21, 2011
    - 2.3 Tara Hackett, Instructional Assistant – Special Education, Preschool  
Effective: May 21, 2011
    - 2.4 Sally Leadingham, Program Specialist-Library, Springer School  
Effective: June 11, 2011
    - 2.5 Margaret Lesslie, Administrative School Secretary, Covington School  
Effective: June 18, 2011
    - 2.6 Barbara Michael, Program Specialist-Science, Oak School  
Effective: June 11, 2011

AYES: 5

NOES: 0

ABSENT: 0

EMPLOYEE  
REQUESTS TO  
ADDRESS THE  
BOARD

Jim Grijalva, LATA President, recognized the community, on behalf of LATA, for their support of the public schools in the district. Measure E will give the district the opportunity to keep program while the economy recovers. The district and its employees have done well to keep programs intact as the loss of revenue has continued. The teachers' association remains committed to reaching a mid-contract agreement but \$500K is the most they can give.

Kris Swenson, CSEA President, asked the board to look for other ways to make cuts so CSEA employees will be able to keep their jobs and insurance coverage. With the loss of CSEA jobs over the past few years, it will be difficult to reach a consensus vote on concessions. Ms. Swenson recognized the efforts of LATA, LAEF and KLASS in helping to pass Measure E.

COMMUNITY  
COMMENTS

Laurel McNeil and Jennifer Carlstrom spoke on contract negotiations. Joe Seither and Kristine Bardman spoke on LAEF funding. Michael Shorts spoke on the flyer handed out to parents by LATA. Michelle Galbraith and Susan Stark spoke on the three-pronged financial solution of parents, community and employees. Anna Hubel spoke on keeping the music program. Lara Daetz spoke on looking at long-term financial solutions to avoid annual layoffs.

INFORMATION/  
ACTION ITEMS

Educational Blueprint  
Goals Progress Report

Mr. Baier, Mr. Kenyon and Mrs. Gallagher highlighted the progress of the goals set at the Educational Blueprint meeting in April. All goals are either on target or have been completed, except for the following:

- The cost analysis for a permanent location for the Bullis Charter School has been extended to fall as the CACF subcommittee needs more time due to additional scenarios being considered.
- Establishing a parent group comprised of LASD and BCS parents has been extended to the end of June.
- Information on the Response to Instruction and Intervention model was presented to K-2 teachers in the spring and will be shared with the teachers in grades 3-6 in the fall.
- It is recommended to delete the innovation in instructional delivery objective as three new objectives have been added in its place.
- The webcasting of board meetings has been extended to August as the district is waiting for information from the city.
- The launch of the new district website has been extended to August.

PTA Annual Report	<p>Elena Shea, PTA Council President, reported this year's goals were educational support, communication and community building, and fundraising. The main accomplishments for PTA this year was assisting with the passage of Measure E and supporting the district. The PTA challenges for next year include the hot lunch program and Khan Academy. The USDA is investigating school hot lunch programs and wanting to preserve a single source stream for the food. Changes will need to be made to the program, which is a large fundraiser for PTA. The hot lunch chairs are currently working on implementing the necessary changes for next year. With Khan Academy expanding throughout the district, it is unknown what level of PTA support will be needed for this program. Annie Morgan of Special Education, Mary Jonas of Gardner and Elizabeth Maciag of Blach shared PTA efforts with their respective organization and schools. Annie Morgan also announced they have changed their name from Special Education PTA to Los Altos Individualized Education PTA (Los Altos IEPTA) to reflect the district's emphasis on individualized education and to reach a broader set of parents who do not self-identify with special education.</p>
Art Docent Program Update	<p>Mrs. Kimberly Dickerson, Art Docent Coordinator, reported the Art Docent Program was founded in 1970 and has provided over 40 years of service to the district. There are currently 70 fully trained docents this year. A curriculum committee maps the art lessons to the state standards and works on keeping the lessons current. The curriculum includes 29 hands-on and 16 art appreciation lessons. This year 707 lessons were taught in 140 classrooms. Funding for this program is provided by the district for overhead costs, LAEF for the coordinator and clerk salaries and PTA for supplies and materials. The districtwide art show was replaced this year with site-based art shows at Loyola, Almond and Covington. Next year art shows will be held at Gardner, Oak, Santa Rita and Springer. There has been a positive response to this change.</p>
Summer School Update	<p>Mrs. Gallagher reported this year's summer school program will start on June 20, 2011 at Springer School. There are 325 students enrolled and is similar to the program offered last year with the Academy, English Language Learners and an extended year for Special Education students. Jason Dewberry is this year's summer school principal. Mrs. Gallagher will coordinate with the board for a date to visit summer school.</p>
Alternative Half-Day Kindergarten Program	<p>Mrs. Gallagher reported this presentation is a financial exercise on alternative half-day kindergarten programs. The kindergarten enrollment numbers for Gardner Bullis were not included in the analysis as they currently have a full day model which is not consistent with the rest of the district for analysis purposes. The current kindergarten model is a half-day program with a morning class and an afternoon class. A credentialed teacher instructs for half the day and then assists their partner for 100 minutes daily to help provide small group instruction. "Singleton classes" receive 1.5 hours daily of instructional aide time to help provide small group instruction. There are currently two singleton classes in the district.</p> <p>The slip schedule model would load classes to 32 students, 16 in the morning and 16 in the afternoon. The teacher instructs for a full day and the students attend for a half-day. The core academics are taught when there are 16 students and enrichment is taught with 32 students.</p> <p>The factors to consider include the number of teachers required, the number of classrooms needed, class loading and student-teacher ratio, the number of instructional aide hours (if provided), the total financial cost and savings, and the number and quality of instructional minutes.</p> <p>Three models were used as a comparison: the current kindergarten model with class loading at 24:1, the current kindergarten model with class loading at 30:1 and a slip schedule model with class loading at 32:1 and one instructional aide per every two classes. The total financial cost and student capacity for each model were: \$1.515M and 528 students, \$1.185M and 465 students, and \$1.155M and 478 students, respectively.</p>

Alternative Half-Day Kindergarten Program (continued)	Christy McCracken provided public comment.
Financial Update	<p>Mr. Kenyon reported \$3.191M of one-time funding and use of reserves allowed the district to keep the program intact for the 2010-11 school year. If there are no cuts to program the district reserves will be depleted next year without LAEF funding or the year after with LAEF funding.</p> <p>The district budget is scheduled for adoption at the June 20, 2011 meeting. The budget will change after adoption once additional information on the state budget, employee concessions and LAEF funding is known.</p> <p>Nicole Gonzales, Roberta Pyne, Claire Hubel, Sharon Moerner, Linda Figone, Eric Ramberg, Jennifer Carlstrom and Joe Seither provided public comment.</p> <p>Following discussion, the board was in agreement of defining the baseline program for the 2011-12 school year to include elementary class size of 30:1, students remaining at their home school, combination classes where needed and slightly smaller junior high English classes.</p> <p>Mr. Cooper called for a break at 10:15 p.m. The meeting reconvened at 10:20 p.m.</p>
Community Health Awareness Council	<p>Mr. Baier reported CHAC sends an annual Joint Powers Agreement for funding. Last year CHAC provided 3,840 hours of service at all nine schools for a cost of \$29,980. This year the request is for \$31,479, a 5% increase from last year.</p> <p>Curtis Cole provided public comment.</p> <p>MSC: Ms. Logan moved to approve the increase of \$1,499 to \$31,479 for CHAC services for 2011-12. Mrs. Harrigan seconded the motion. Mr. Goines amended the motion to increase the donation to \$1,500. There was no second to the amendment.</p> <p>AYES: 3                      NOES: 0                      ABSENT: 0                      ABSTAIN: 2 (Cooper, Goines)</p>
First Reading of Board Bylaw 9110, Terms of Office	<p>Mr. Baier reported the language in the board policy has been changed to reflect the change to even-year board elections.</p> <p>MSC: Mr. Smith, Mr. Goines to approve the board policy as presented.</p> <p>AYES: 5                      NOES: 0                      ABSENT: 0</p>
Resolution #10/11-27, Fund Balance and Board Policy 3112	<p>Mr. Kenyon presented a resolution and board policy for approval which are required for compliance with governmental standards in reporting fund balances.</p> <p>MSC: Ms. Logan, Mr. Smith to approve the resolution and board policy as presented.</p> <p>AYES: 5                      NOES: 0                      ABSENT: 0</p>
Resolution #10/11-26, Support of County Assessor's Recommendation to Eliminate Proposition 90 in Santa Clara County	<p>Mr. Kenyon reported this item was brought back from the previous meeting for a majority vote.</p> <p>Virginia Harrington and Mark Burns provided public comment.</p> <p>MSC: Mr. Smith, Ms. Logan to approve the resolution as presented.</p> <p>AYES: 4                      NOES: 0                      ABSENT: 0                      ABSTAIN: 1 (Goines)</p>

BOARD AND  
ADMINISTRATION  
COMMENTS,  
UPDATES,  
QUESTIONS, ITEMS  
FOR FUTURE  
AGENDAS

The board members used this opportunity to share their participation in district and community events followed by comments and concerns.

ADJOURNMENT

The meeting was adjourned at 10:43 p.m.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeffrey Baier, Secretary to the Board of Trustees

\_\_\_\_\_  
Doug Smith, Clerk