

**WOODSIDE ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING**

**AGENDA #3**

October 11, 2011 – 3:30 p.m.

Woodside School, Room 39 – 3195 Woodside Road, Woodside, CA 94062

Board meetings are open to the public. Prior to any final action being taken on any topic or prior to moving to a new topic, members of the public are invited to address the Board on the topic under consideration. All open session meetings of the Governing Board of the Woodside Elementary School District are electronically recorded. Recordings are available for public review upon request to the Superintendent/Principal. The times listed herein for individual agenda items are approximations. If the meeting is running ahead of schedule, the Board President may elect, upon consultation with the Trustees, to proceed with an agenda item or defer it to later in the meeting closer to the published time.

- I. CALL TO ORDER AND ROLL CALL (2:30 p.m.)**  
Trustee Ellen Ablow, Trustee Ginger Bamford, Trustee Wendy Crandall, Trustee Bettina Pike and Trustee Marc Tarpinning.
- II. CONVENE TO CLOSED SESSION (2:32 p.m.)**
  - A. Conference with Legal Counsel - Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (b) of Section §54956.9
  - B. Public Employment – School Psychologist
  - C. Conference with Labor Negotiators: Superintendent/Principal Beth Polito and Chief Business Official Robin Wasco - Government Code §54954.5
- III. RECONVENE TO OPEN SESSION (3:30 p.m.)**
- IV. REPORT OUT OF CLOSED SESSION (3:31 p.m.)**  
The Board President will report any action that was taken in closed session.
- V. FLAG SALUTE (3:32 p.m.)**
- VI. AMENDMENTS TO AGENDA (3:33 p.m.)**
- VII. OPEN FORUM (3:34 p.m.)**

This is the opportunity for members of the public to address the Board on any item described in this notice or any other issue. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may: 1) Acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next Board meeting agenda.

**VIII. RECOGNITION (3:35 p.m.)**

Dr. Polito and 2<sup>nd</sup> grade teacher Brian Myrtetus will recognize a group of 2<sup>nd</sup> grade students and present highlights of their work in the school garden.

**IX. COMMUNICATIONS (3:45 p.m.)**

Superintendent/Principal Beth Polito Comment  
Governing Board Comment  
Comment from Employee Groups  
Woodside School Student Council Comment  
Woodside School Foundation Comment  
Woodside School PTA Comment

**X. CONSENT AGENDA (3:55 p.m.)**

Information concerning the consent items listed below has been forwarded to each Board member prior to the meeting for study. All items on the consent agenda will be approved with one motion which is not debatable and which requires unanimous vote for passage. If any member of the Board, the Superintendent-Principal, or the public so requests, an item shall be removed from the section and placed on the regular order of business following the approval of the consent agenda.

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|---|---------|
| A. Minutes from the meeting of September 12, 2011 | Page 5  |
| B. September 2011 Warrants and Payroll            | Page 10 |
| C. September 2011 Financial Statement             | Page 14 |
| D. Williams Quarterly Report                      | Page 21 |
| E. Personnel                                      | Page 23 |

**XI. PUBLIC HEARING (4:00 p.m.)**

This is an opportunity for the parents, staff, and other members of the community to address the Governing Board on the sufficiency of instructional materials at Woodside School for the 2011-12 school year. By law, this public hearing must occur within the first eight weeks of each school year.

- A. Resolution 2012-03: Sufficiency of Instructional Materials** Page 25  
The Governing Board will conduct the annual instructional materials public hearing per Education Code Section 60119 to determine whether the District has sufficient standards-aligned textbooks and instructional materials.  
***ACTION ITEM***

**XII. DISCUSSION - ACTION ITEMS**

- A. CSBA Policy Service Presentation (4:05 p.m.)** Page 27  
Cindy Akin of the California School Boards Association will provide a presentation of policy audit and updating services offered by CSBA.
- B. CSBA Conference Discussion (4:30 p.m.)** Page 33  
Dr. Polito and the Trustees will discuss the December 1-3, 2011 San Diego conference on Board leadership development.  
***DISCUSSION ITEM***

- C. **2011-12 Budget Update (4:40 p.m.)** Page 41  
 Chief Business Official Robin Wasco will report on the first District Budget Committee meeting.  
*DISCUSSION ITEM*
  
- D. **Debt Schedule Report (4:55 p.m.)** Page 43  
 Chief Business Official Robin Wasco will present a debt schedule report.  
*DISCUSSION ITEM*
  
- E. **Facilities Master Plan Update (5:10 p.m.)** Page 47  
 Dr. Bruce Thompson will provide an update on facility master planning and timeline.  
*DISCUSSION ITEM*
  
- F. **School Site Council Single Plan for Student Achievement (Draft) (5:25 p.m.)** Page 48  
 Superintendent/Principal Dr. Beth Polito will present the 2011-12 draft SPSA to the Governing Board.  
*DISCUSSION ITEM*
  
- G. **Superintendent/Principal's Goals for the 2011-12 School Year (5:45 p.m.)** Page 60  
 Dr. Beth Polito will present her goals for the 2011-12 school year to the Governing Board for approval.  
*ACTION ITEM*

**XIII. BOARD MEMBER REPORTS (5:55 p.m.)**

- A. Budget Committee liaison – *Ellen Ablow and Wendy Crandall*
- B. Facilities Committee liaison – *Ellen Ablow and Bettina Pike*
- C. Foundation liaison – *Wendy Crandall*
- D. GATE Committee liaison – *Marc Tarpenning*
- E. GRUPO liaison – *Ginger Bamford*
- F. JCOP liaisons – *Wendy Crandall and Bettina Pike*
- G. PTA liaison – *Ginger Bamford*
- H. Safety Committee liaison – *Ginger Bamford*
- I. School Site Council liaison – *Marc Tarpenning*
- J. WSD/WTA Negotiations – *Ginger Bamford and Marc Tarpenning*

**XIV. BOARD GOVERNANCE CALENDAR (6:10 p.m.)**

Page 64

A copy of the Board Governance Calendar for the 2011-12 school year may be found beginning on the page referenced above. This calendar provides an overview of the discussion and action items for the entire school year and the meeting at which they are tentatively scheduled to appear. Please note that this schedule may be modified and updated periodically to reflect additional items which the Governing Board wishes to review.

**XIV. ADJOURN (6:20 p.m.)**

**PLEASE NOTE**

Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Robin Wasco, ADA Coordinator for the Woodside School District at least five (5) working days before the meeting at (650) 851-1571 ext 286 or by email at [rwasco@woodside.k12.ca.us](mailto:rwasco@woodside.k12.ca.us). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Government code section 54957.5 states that public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Woodside School District office at 3195 Woodside Road, Woodside, CA for the purpose of making those public records available for inspection. Members of the public may view the documents on the District's internet website at: [www.woodside.k12.ca.us](http://www.woodside.k12.ca.us) and clicking on Board.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 –Item X.A.**

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TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: Approval of Board Meeting Minutes  
CLASSIFICATION:  Consent     Discussion     Action

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**RECOMMENDATION**

It is the recommendation of the Superintendent/Principal that the Governing Board approve the minutes from the meeting on September 12, 2011.

**BACKGROUND INFORMATION**

Detailed information can be found on the following pages.

**BACKGROUND MATERIALS**

Yes     No                      If yes:    Attached     Yes     No

**FINANCIAL IMPLICATIONS**

None.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD  
~ MINUTES AGENDA #2~**

**2:30 p.m.**

**September 12, 2011**

**Wildcats Rm. 39**

**Trustees:** Ellen Ablow, Ginger Bamford, Wendy Crandall, Bettina Pike and Marc Tarpenning

**Administration:** Dr. Beth Polito, Superintendent/Principal, Steve Frank, Assistant Principal, Dr. Katherine Peterson, Student Services Coordinator, and Robin Wasco, Chief Business Official

**Staff & Guests:** Isabella Calcagno, Natalie Calcagno, Ria Calcagno, Chris Canellos, Bridget Davis, Rudy Driscoll, Millo Fenzi, Elianne Frenkel-Popell, Tiffany Genasci, Sophie Gilbert, Taffy Handy, Laura Hovden, Kevin Johnson, Eucadio Martinez, Stacy Sempson, Cathy Stienstra, Bruce Thompson, and Oliver Weiss.

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 2:30 p.m. by Bettina Pike. Superintendent/Principal Beth Polito, Chief Business Official Robin Wasco, Trustees Ellen Ablow, Ginger Bamford, Wendy Crandall, and Marc Tarpenning were present at roll call.

**II. CONVENE TO CLOSED SESSION**

The Trustees, Beth Polito, Superintendent/Principal, and Robin Wasco, Chief Business Official, adjourned to closed session at 2:31 p.m. to discuss the following items:

- A. Anticipated Litigation Pursuant to Government Code §54956.9
- B. Student Discipline Matter (Ed. Code §35146)
- C. Inter-district Attendance Transfer Request - Government Code §54555
- D. Superintendent's Evaluation

**III. RECONVENE TO OPEN SESSION**

The Governing Board reconvened to open session at 3:31 p.m.

**IV. REPORT OUT OF CLOSED SESSION**

Board President Pike reported that on the recommendation of Dr. Beth Polito one inter-district transfer request was approved in closed session for the 2011-12 school year.

**V. FLAG SALUTE**

**VI. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**VII. OPEN FORUM**

There were no comments in open forum.

**VIII. RECOGNITION**

Superintendent/Principal Dr. Beth Polito recognized members of Student Council for their involvement in the social and emotional learning program.

## **IX. COMMUNICATIONS**

### **Superintendent/Principal Beth Polito Comment**

Dr. Beth Polito and Dr. Katherine Peterson will attend a kickoff meeting on bullying prevention along with representatives from all San Mateo County districts on September 16<sup>th</sup>. The administration will provide updates at future meetings. Dr. Polito thanked and congratulated the PTA on a wonderful Back to School BBQ on September 9<sup>th</sup> and reminded all of Back to School Night on Thursday, September 15<sup>th</sup>, a 12:30 school dismissal day.

### **Governing Board Comment**

There was no comment from Trustees.

### **Comment from Employee Groups**

There was no comment from employee groups.

### **Woodside School Student Council Comment**

Student Council representative Sophie Gilbert gave an update on Student Council activities and current Student Council officers. Fundraising for the 2011-12 school year will support field trip scholarship requests.

### **Woodside School Foundation Comment**

There was no WSF comment.

### **Woodside School PTA Comment**

There was no PTA comment.

## **X. CONSENT AGENDA**

On a motion by Wendy Crandall, seconded by Bettina Pike, the following consent agenda items were approved by a 5-0 vote.

- A. Minutes from the meeting of August 23, 2011
- B. August 2011 Warrants and Payroll
- C. August 2011 Financial Statement
- D. Resolution 2-2012 – Gann Limit
- E. Developer Fee – Annual Report

## **XI. DISCUSSION/ACTION ITEMS**

### **A. Report on API, STAR, and CogAT Test Results**

Dr. Polito presented an analysis slideshow and discussed 2011 test results with the Trustees and audience. The report reviewed English language arts, math, science, history-social science, and writing for grades 2-8 and included three year cumulative assessments. Woodside School's 2011 API score was 968. In comparison, neighboring districts scored the following: Portola Valley (941), Las Lomas (965), Saratoga (968), Los Altos (969) and Hillsborough (969). Overall improvement was shown especially in test scores for socioeconomically disadvantaged, English learners, and students with disabilities.

### **B. Review 2011-12 Board Committee Assignments**

Dr Polito and the Trustees reviewed the Board liaison positions on committees for the 2011-12 school year. Trustees are assigned to the following:

Budget Committee: Ellen Ablow and Wendy Crandall

Facilities Committee: Ellen Ablow and Bettina Pike

Foundation liaison: Wendy Crandall

GATE Committee: Marc Tarpenning

JCOP liaisons: Wendy Crandall and Bettina Pike  
PTA liaison: Ginger Bamford  
Safety Committee: Ginger Bamford  
School Site Council: Marc Tarpenning  
WSD/WTA Negotiations: Ginger Bamford and Marc Tarpenning

**C. 2011-12 Proposed Schedule of Committee Meetings**

Dr. Polito and the Trustees reviewed the committee meeting schedules for the school year compared with the Board committee assignments. The first three Budget Committee meetings will be rescheduled and the Facilities Committee meetings will be added to the list. When the Facilities Committee meets for the first time on September 20<sup>th</sup> future meeting dates will be scheduled.

**D. Governing Board Workshop Plans**

Dr. Beth Polito presented three Board workshop proposals that focus on defining Trustee roles and responsibilities. The cost of each is approximately \$2,000.00. The Administration and Trustees selected the CSBA proposal and Dr. Polito will try to schedule the workshop for the morning of October 25<sup>th</sup>.

**E. Policy Update Discussion**

Dr. Polito reviewed CSBA's policy audit program and services offered to maintain updated Board policies. A CSBA representative will give a presentation of policy services at the October 11<sup>th</sup> Board meeting. Dr. Polito and Trustee Bamford will attend an upcoming CSBA policy workshop and consider GAMUT online policy services for the school year.

**F. Facilities Master Plan Update**

Dr. Bruce Thompson presented an update on the scope, timeline and progress to date on the development of a facilities master plan. A Facilities Master Plan Committee has been established, including Dr. Thompson, Dr. Polito, Steve Frank, Robin Wasco, Eucadio Martinez, Lee Appelbaum, and Frank York. Community involvement will occur through community forums, Board meetings and School Site Council facilities updates. Dr. Thompson reviewed the master planning work to be completed by BFGC-IBI Group, Architects, during the months of September through November 2011. A draft master plan and needs assessment will be presented to the administration and Trustees by the end of 2011.

**G. Strategic Planning Timeline**

The Administration and Trustees agreed to postpone development of the Strategic Plan until the new Board of Trustees is in place in early 2012. Dr. Polito will obtain several proposals from strategic planning consultants to present at the November 8<sup>th</sup> Board meeting.

**H. Unaudited Actuals Financial Report: 2010-11 School Year**

On a motion by Bettina Pike, seconded by Ginger Bamford, the Trustees approved the 2010-11 Unaudited Actuals by a 5-0 vote. Chief Business Official Robin Wasco reviewed revenue and expenditures for the year. Revenue was \$96,022 less than budgeted, and expenditures were \$167,364 less than budgeted. The ending fund balance for 2010-11 is \$956,130 or 12% and the ending fund balance for the 2011-12 school year is projected to be \$830,510 or 11%. Details can be found in the September 12<sup>th</sup> Board packet at [www.woodside.k12.ca.us](http://www.woodside.k12.ca.us).

**XII. BOARD GOVERNANCE CALENDAR**

The Administration and Trustees reviewed the Board governance calendar for the 2011-12 school year. The scheduled October 25<sup>th</sup> 8:30 a.m. Board study session time might be used for a Board workshop with a CSBA presenter. A debt schedule report was added to the October 11<sup>th</sup> Board meeting and the SEL program update was moved to the November 8<sup>th</sup> Board meeting. A facilities plan update will be a monthly agenda item. The governance calendar appears on every agenda and provides an overview of the discussion and action items for the entire school year. The calendar is modified and updated to reflect additional items which the Governing Board wishes to review.

**XIII. CONVENE TO CLOSED SESSION**

The Trustees adjourned to closed session at 5:00 p.m. to discuss the following item:

A. Superintendent's Evaluation

**XIV. RECONVENE TO OPEN SESSION**

The Governing Board reconvened to open session at 5:50 p.m.

**XV. REPORT OUT OF CLOSED SESSION**

Board President Pike reported that no action was taken in closed session.

**XVI. ADJOURNMENT**

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Marc Tarpenning

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item X.B.**

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TO: Governing Board  
FROM: Robin Wasco, Chief Business Official  
DATE: October 11, 2011  
SUBJECT: September 2011 Warrants and Payroll  
CLASSIFICATION:  Consent     Discussion     Action

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**ACTION**

This information is provided for approval and reflects district funds expended during the month of September 2011 for the payment of invoices for goods and services, and the September 2011 payroll for the certificated and classified staff.

**BACKGROUND INFORMATION**

Detailed information can be found below.

**BACKGROUND MATERIALS**

Yes     No                      If yes:                      Attached     Yes     No

**FINANCIAL IMPLICATIONS**

Funds were expended from the following funds:

Fund 01/12/13: General Operating	\$ 223,461.91
<u>Other Funds</u>	<u>\$ .00</u>
<b>TOTAL</b>	<b>\$ 223,461.91</b>

Funds were expended for payroll as Follows:

Certificated Staff (K-8)	\$ 469,210.61
Classified Staff (K-8)	\$ 107,997.63
<u>Classified Staff (Preschool)</u>	<u>\$ 34,437.24</u>
<b>TOTAL</b>	<b>\$ 611,645.48</b>

With my signature below, I hereby certify that the payroll expenses and vendor payments listed herein are included in the Adopted Budget report submitted to the San Mateo County Office of Education and the California Department of Education.

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Robin A. Wasco, Chief Business Official

10-11-11  

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Date

SAN MATEO COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE WARRANT STATUS REPORT  
FOR WARRANTS ISSUED 09/01/2011 THRU 09/30/2011

STATUS WARRANT

CODE NUMBER	P A Y E E N A M E	DIST NO	DATE ISSUED	AMOUNT	DATE	REASON FOR CANCEL	STATUS
R 644339	ARIMOTO-PETERSON, KAREN SEIKO	06	09/06/2011	3,102.00	09/13/2011		REDEEMED
R 644340	AT&T	06	09/06/2011	147.62	09/13/2011		REDEEMED
644341	BELL, ALVIN	06	09/06/2011	18.78			
R 644342	BLACKBOARD CONNECT INC.	06	09/06/2011	1,350.00	09/12/2011		REDEEMED
R 644343	BLUE SHIELD OF CALIFORNIA	06	09/06/2011	742.00	09/12/2011		REDEEMED
R 644344	CAMPBELL, DEBRA	06	09/06/2011	462.23	09/13/2011		REDEEMED
R 644345	CDW-GOVERNMENT INCORPORATED	06	09/06/2011	370.73	09/15/2011		REDEEMED
R 644346	D'AMBROSIO, KARA	06	09/06/2011	67.39	09/09/2011		REDEEMED
R 644347	ELECTRIC MAIL	06	09/06/2011	599.95	09/12/2011		REDEEMED
R 644348	GARONA, MARISSA	06	09/06/2011	48.98	09/26/2011		REDEEMED
R 644349	HESSAMI, NESSA	06	09/06/2011	175.15	09/09/2011		REDEEMED
R 644350	HOME DEPOT CREDIT SERVICES	06	09/06/2011	319.15	09/13/2011		REDEEMED
R 644351	J.R. EGGLI LANDSCAPING	06	09/06/2011	974.00	09/14/2011		REDEEMED
R 644352	KAISER FOUNDATION INC.	06	09/06/2011	17,913.00	09/09/2011		REDEEMED
644353	MARTINEZ, EUCADIO	06	09/06/2011	50.00			
R 644354	NATUREBRIDGE	06	09/06/2011	9,740.00	09/13/2011		REDEEMED
R 644355	OFFICE DEPOT	06	09/06/2011	586.72	09/19/2011		REDEEMED
R 644356	REALLY GOOD STUFF INC	06	09/06/2011	112.30	09/13/2011		REDEEMED
R 644357	SCHOOL SPECIALTY	06	09/06/2011	2,472.27	09/12/2011		REDEEMED
R 644358	TYSON, CAROL	06	09/06/2011	15.33	09/09/2011		REDEEMED
R 644359	WEMORPH INC.	06	09/06/2011	46.30	09/13/2011		REDEEMED
R 644360	XEROX CORPORATION	06	09/06/2011	727.47	09/12/2011		REDEEMED
R 644361	J.R. EGGLI LANDSCAPING	06	09/06/2011	4,248.00	09/14/2011		REDEEMED
R 644362	ARRIAGA & ASSOCIATES INC.	06	09/06/2011	2,303.00	09/13/2011		REDEEMED
R 644363	NCS PEARSON INC.	06	09/06/2011	4,803.00	09/13/2011		REDEEMED
R 644364	ROSICRUCIAN EGYPTIAN MUSEUM	06	09/06/2011	750.00	09/16/2011		REDEEMED
R 644365	SOUTHWEST SCHOOL & OFFICE SUPP	06	09/06/2011	2,137.52	09/14/2011		REDEEMED
R 644916	BAYSIDE REFRIGERATION HEATING	06	09/09/2011	1,770.46	09/12/2011		REDEEMED
R 644917	KAISER FOUNDATION INC.	06	09/09/2011	4,300.00	09/13/2011		REDEEMED
R 644918	SAN JOAQUIN COUNTY	06	09/09/2011	300.00	09/16/2011		REDEEMED
R 644919	CALIFORNIA SCHOOL BOARDS ASSOC	06	09/09/2011	5,735.00	09/16/2011		REDEEMED
R 644920	MARTINEZ, EUCADIO	06	09/09/2011	1,015.00	09/16/2011		REDEEMED
646215	ANTHEM BLUE CROSS	06	09/16/2011	91.20			
R 646216	ANTHEM BLUE CROSS	06	09/16/2011	320.80	09/29/2011		REDEEMED
R 646217	AT&T	06	09/16/2011	96.48	09/23/2011		REDEEMED
R 646218	AT&T	06	09/16/2011	1,155.39	09/26/2011		REDEEMED
R 646219	BALDWIN, GINA	06	09/16/2011	150.00	09/22/2011		REDEEMED
R 646220	BERTINE, ELLEN	06	09/16/2011	270.66	09/26/2011		REDEEMED
R 646221	CALIFORNIA STATE TEACHERS'	06	09/16/2011	16,248.17	09/22/2011		REDEEMED
R 646222	CALIFORNIA WATER SERVICE CO	06	09/16/2011	43.96	09/23/2011		REDEEMED
R 646223	CARTER, LAURIE	06	09/16/2011	670.20	09/23/2011		REDEEMED
646224	CITY OF MENLO PARK	06	09/16/2011	2,440.00			
R 646225	DEBERRY, MARCIE	06	09/16/2011	289.20	09/21/2011		REDEEMED
R 646226	HESSAMI, NESSA	06	09/16/2011	16.39	09/29/2011		REDEEMED
R 646227	KEARE, STACY	06	09/16/2011	225.00	09/27/2011		REDEEMED
R 646228	MAYBERRY, JULIA	06	09/16/2011	331.50	09/20/2011		REDEEMED
646229	MITCHELL, JENNIFER	06	09/16/2011	54.10			
R 646230	PERMA-BOUND	06	09/16/2011	2,673.78	09/28/2011		REDEEMED

CODE NUMBER	P A Y E E N A M E	DIST NO	DATE ISSUED	AMOUNT	DATE	REASON FOR CANCEL	STATUS
R 646231	RAYMOND, MARIANNA	06	09/16/2011	525.00	09/23/2011		REDEEMED
R 646232	ROBERTS OF WOODSIDE	06	09/16/2011	711.92	09/22/2011		REDEEMED
R 646233	ROTH, NITA	06	09/16/2011	234.63	09/21/2011		REDEEMED
R 646234	SMITH'S GOPHER CONTROL SERVICE	06	09/16/2011	360.00	09/26/2011		REDEEMED
R 646235	SPRING JR., LESTER E	06	09/16/2011	295.20	09/23/2011		REDEEMED
646236	THOMPSON, BRUCE	06	09/16/2011	1,795.00			
646237	UC REGENTS	06	09/16/2011	280.00			
R 646238	WFCB	06	09/16/2011	361.10	09/22/2011		REDEEMED
646239	WOLF, MAUREEN	06	09/16/2011	588.00			
R 646240	WOODSIDE SCHOOL REVOLVING ACNT	06	09/16/2011	223.15	09/20/2011		REDEEMED
R 646241	WORLDSTRIDES	06	09/16/2011	6,863.80	09/23/2011		REDEEMED
R 646242	YOUNG, RUTH	06	09/16/2011	289.50	09/21/2011		REDEEMED
R 646243	van der MOLEN, CHERIE	06	09/16/2011	604.40	09/28/2011		REDEEMED
R 646244	COLLET, GORDON	06	09/16/2011	578.40	09/21/2011		REDEEMED
R 646245	KIMBALL, PATRICIA	06	09/16/2011	692.10	09/26/2011		REDEEMED
R 646246	MARIN IT INC	06	09/16/2011	15,162.50	09/21/2011		REDEEMED
646247	MCCAHOH, LINDA	06	09/16/2011	1,258.20			
R 646248	SELF, JANET	06	09/16/2011	1,172.40	09/23/2011		REDEEMED
648040	ADOLPH, TINA	06	09/23/2011	99.93			
648041	ARROWHEAD	06	09/23/2011	95.08			
648042	BALLET AMERICA	06	09/23/2011	420.00			
R 648043	BAYSIDE REFRIGERATION HEATING	06	09/23/2011	149.77	09/27/2011		REDEEMED
R 648044	CALIFORNIA WATER SERVICE CO	06	09/23/2011	4,051.72	09/29/2011		REDEEMED
R 648045	CINTAS DOCUMENT MANAGEMENT	06	09/23/2011	61.80	09/29/2011		REDEEMED
648046	CONEXIS	06	09/23/2011	165.24			
R 648047	ELECTRIC MALL	06	09/23/2011	1,199.90	09/28/2011		REDEEMED
R 648048	FILTERFRESH NORTHERN CALIFORNI	06	09/23/2011	269.00	09/29/2011		REDEEMED
648049	GARONA, MARISSA	06	09/23/2011	143.70			
R 648050	GOTTSCHALK MUSIC CENTER	06	09/23/2011	4,643.97	09/29/2011		REDEEMED
R 648051	KROZEK, KIM H	06	09/23/2011	422.01	09/28/2011		REDEEMED
648052	MITCHELL, JENNIFER	06	09/23/2011	30.00			
648053	MUSICIANS FRIEND	06	09/23/2011	420.18			
648054	PACIFIC GAS & ELECTRIC CO	06	09/23/2011	2,803.94			
648055	VRGALLITO, SONJA	06	09/23/2011	374.86			
648056	WELSH, MARILYNN	06	09/23/2011	1,108.40			
648057	PARKER, JENNIFER	06	09/23/2011	770.29			
648058	SOUTHWEST SCHOOL & OFFICE SUPP	06	09/23/2011	10,774.90			
649595	ARRIAGA & ASSOCIATES INC.	06	09/27/2011	4,958.50			
649596	GRAINGER	06	09/27/2011	813.10			
649597	IXL LEARNING	06	09/27/2011	1,750.00			
649598	LOCKWORKS UNLIMITED	06	09/27/2011	961.63			
649599	MAGNIN, MARJORIE	06	09/27/2011	5,100.00			
649600	PEARSON	06	09/27/2011	200.84			
649601	PURCHASE POWER	06	09/27/2011	848.90			
R 649602	RESOURCES FOR READING	06	09/27/2011	112.44	09/29/2011		REDEEMED
649603	SAC-VAL	06	09/27/2011	96.34			
649604	WEST MUSIC	06	09/27/2011	204.95			
649605	XEROX CORPORATION	06	09/27/2011	75.24			

WAR200  
 SEPTEMBER 2011  
 06 Woodside Elementary S. D.  
 STATUS WARRANT

SAN MATEO COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE WARRANT STATUS REPORT  
 FOR WARRANTS ISSUED 09/01/2011 THRU 09/30/2011

#J128

10/03/2011

PAGE 3

STATUS WARRANT CODE NUMBER	P A Y E E N A M E	DIST NO	DATE ISSUED	AMOUNT	DATE CANCELLED/REDEEMED/STALEDATED/STOPPED	REASON FOR CANCEL	STATUS
649606	CDW-GOVERNMENT INCORPORATED	06	09/27/2011	1,159.23			
649607	FRONTLINE PLCMNT TECHNOLOGIES	06	09/27/2011	2,260.00			
649608	HSA BANK	06	09/27/2011	16,000.00			
649609	LINGUISYSTEMS INCORPORATED	06	09/27/2011	1,119.80			
649610	S.M.C.S.I.G. (DELTA DENTAL)	06	09/27/2011	8,417.76			
649611	S.M.C.S.I.G. VISION COALITION	06	09/27/2011	889.56			
649612	THERAPISTA	06	09/27/2011	720.00			
649613	NATUREBRIDGE	06	09/27/2011	14,599.00			
650288	FRANK, STEVEN	06	09/28/2011	2,350.00			
650289	U.S. BANK NAT'L ASSOCIATION ND	06	09/28/2011	2,530.28			
650699	U.S. BANK NAT'L ASSOCIATION ND	06	09/30/2011	2,914.17			
650700	QUALITY ASSURANCE TRAVEL INC.	06	09/30/2011	2,900.00			

\*\* TOTAL DISTRICT 06 223,461.91 \*\*

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3– Item X.C.**

---

TO: Governing Board  
FROM: Robin Wasco, Chief Business Official  
DATE: October 11, 2011  
SUBJECT: September 30, 2011 Financial Statements  
CLASSIFICATION:  Consent     Discussion     Action

---

**RECOMMENDATION**

The Chief Business Official recommends that the Governing Board accept the September 2011 Financial Statement.

**BACKGROUND INFORMATION**

Attached are financial reports showing the current budgeted, and actual, revenue and expenditures as of September 30, 2011 for the General Fund of Woodside Elementary School District.

**BACKGROUND MATERIALS**

Yes     No                      If yes:                      Attached     Yes     No

**FINANCIAL IMPLICATIONS**

Revenues received are 1.9% of budgeted revenues, and expenditures are 17.5% of budgeted expenditures.

# GENERAL FUND REVENUE - SEPTEMBER 30, 2011

District 06 -- Woodside Elementary School District

As of 9/30/2011

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Uncollected Balance	Pct. Coll.
<b>Fund 01 -- GENERAL FUND</b>							
<b>8000-8099 REVENUE LIMIT SOURCES</b>							
8011 -- VOLUNTARY TRANSFER PROGRAM REV	122,472.00	0.00	122,472.00	0.00	0.00	122,472.00	0.0
8021 -- HOMEOWNERS' EXEMPTION	31,482.00	0.00	31,482.00	0.00	0.00	31,482.00	0.0
8041 -- SECURED PROPERTY TAX	4,531,022.00	0.00	4,531,022.00	0.00	0.00	4,531,022.00	0.0
8042 -- UNSECURED PROPERTY TAX	255,092.00	0.00	255,092.00	0.00	0.00	255,092.00	0.0
8044 -- SUPPLEMENTAL TAXES	0.00	0.00	0.00	0.33	0.00	-0.33	-
8097 -- PROPERTY TAXES TRANSFERS	189,329.00	0.00	189,329.00	0.00	0.00	189,329.00	0.0
Total 8000-8099 REVENUE LIMIT SOURCES	5,129,397.00	0.00	5,129,397.00	0.33	0.00	5,129,396.67	0.0
<b>8100-8299 FEDERAL REVENUES</b>							
8181 -- IDEA - BASIC GRANT	74,760.00	0.00	74,760.00	0.00	0.00	74,760.00	0.0
8182 -- IDEA - OTHER GRANTS	10,168.00	0.00	10,168.00	0.00	0.00	10,168.00	0.0
8290 -- FEDERAL REVENUE-OTHER	59,014.00	0.00	59,014.00	9,883.86	0.00	49,130.14	16.7
Total 8100-8299 FEDERAL REVENUES	143,942.00	0.00	143,942.00	9,883.86	0.00	134,058.14	6.9
<b>8300-8599 OTHER STATE REVENUES</b>							
8311 -- STATE REVENUE: APPORTIONMENT	12,005.00	0.00	12,005.00	0.00	0.00	12,005.00	0.0
8560 -- STATE LOTTERY REVENUE	59,670.50	0.00	59,670.50	0.00	0.00	59,670.50	0.0
8590 -- STATE REVENUE: CATEGORICAL	166.00	0.00	166.00	1,968.00	0.00	-1,802.00	1,185.5
Total 8300-8599 OTHER STATE REVENUES	71,841.50	0.00	71,841.50	1,968.00	0.00	69,873.50	2.7
<b>8600-8799 OTHER LOCAL REVENUES</b>							
8621 -- PARCEL TAX	258,920.00	0.00	258,920.00	0.00	0.00	258,920.00	0.0
8650 -- FACILITY USE FEES	34,620.00	0.00	34,620.00	16,310.97	0.00	18,309.03	47.1
8660 -- INTEREST	35,000.00	0.00	35,000.00	22,721.94	0.00	12,278.06	64.9
8699 -- LOCAL REVENUE	1,751,587.00	0.00	1,751,587.00	94,289.70	0.00	1,657,297.30	5.4
8792 -- TRANSF OF APPORTMNT CNTY	2,242.00	0.00	2,242.00	0.00	0.00	2,242.00	0.0
Total 8600-8799 OTHER LOCAL REVENUES	2,082,369.00	0.00	2,082,369.00	133,322.61	0.00	1,949,046.39	6.4
<b>8900-8929 INTERFUND TRANSFERS - IN</b>							

Selection Criteria: District = 06; Fund = 01; Restricted & Unrestricted Filtered By: 06.nwasco.External 1

EduReports - CECC

Data Last Updated: 10/3/2011 6:04 AM

# GENERAL FUND REVENUE - SEPTEMBER 30, 2011

## District 06 -- Woodside Elementary School District

As of 9/30/2011

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Uncollected Balance	Pct. Coll.
8919 -- TRANSFERS FROM OTHER FUNDS	88,486.00	0.00	88,486.00	0.00	0.00	88,486.00	0.0
Total 8900-8929 INTERFUND TRANSFERS - IN	88,486.00	0.00	88,486.00	0.00	0.00	88,486.00	0.0
<b>8980-8999 CONTRIB. - RESTRICTED PROGRAMS</b>							
8980 -- CONTRIB FROM UNRESTR REV	0.00	0.00	0.00	0.00	0.00	0.00	-
Total 8980-8999 CONTRIB. - RESTRICTED PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	-
Total GENERAL FUND	7,516,035.50	0.00	7,516,035.50	145,174.80	0.00	7,370,860.70	1.9

# GENERAL FUND EXPENDITURES - SEPTEMBER 30, 2011

## District 06 -- Woodside Elementary School District

As of 9/30/2011

Object Group	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
<b>Fund 01 -- GENERAL FUND</b>							
1000-1999 CERTIFICATED SALARIES	3,891,959.00	0.00	3,891,959.00	459,213.78	3,367,793.70	64,951.52	11.8
2000-2999 CLASSIFIED SALARIES	933,896.00	0.00	933,896.00	183,151.73	626,457.60	124,286.67	19.6
3000-3999 EMPLOYEE BENEFITS	1,495,696.00	0.00	1,495,696.00	300,842.50	993,457.81	201,395.69	20.1
4000-4999 BOOKS AND SUPPLIES	323,883.02	0.00	323,883.02	83,059.99	110,223.80	130,599.23	25.6
5000-5999 SERVICES, OTHER OPER. EXPENSE	676,174.48	0.00	676,174.48	244,009.84	340,031.78	92,132.86	36.1
7000-7499 OTHER OUTGOING	320,047.30	0.00	320,047.30	70,089.16	0.00	249,958.14	21.9
<b>Total GENERAL FUND</b>	<b>7,641,655.80</b>	<b>0.00</b>	<b>7,641,655.80</b>	<b>1,340,367.00</b>	<b>5,437,964.69</b>	<b>863,324.11</b>	<b>17.5</b>

# GENERAL FUND EXPENSE DETAIL - SEPTEMBER 30, 2011

## District 06 -- Woodside Elementary School District

As of 9/30/2011

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
<b>Fund 01 -- GENERAL FUND</b>							
<b>4000-4999 BOOKS AND SUPPLIES</b>							
4100 -- TEXTBOOKS	8,032.50	0.00	8,032.50	6,418.84	0.00	1,613.66	79.9
4220 -- LIBRARY BOOKS	4,000.00	0.00	4,000.00	0.00	2,320.70	1,679.30	0.0
4310 -- CLASSROOM SUPPLIES	144,559.52	0.00	144,559.52	34,681.37	36,235.14	73,643.01	24.0
4315 -- COPIER	45,000.00	0.00	45,000.00	1,956.36	28,241.80	14,801.84	4.3
4324 -- LICENSE RENEWAL, ANNUAL FEES	8,136.00	0.00	8,136.00	5,462.15	0.00	2,673.85	67.1
4325 -- SPORTS PROGRAM SUPPLIES/SVCS	22,000.00	0.00	22,000.00	2,815.00	10,000.00	9,185.00	12.8
4327 -- POWERSCHOOL, AESOP	8,441.00	0.00	8,441.00	4,803.00	0.00	3,638.00	56.9
4328 -- TECH EQUIPMENT REPAIRS	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	0.0
4329 -- COMPUTER LAB SECURITY	1,500.00	0.00	1,500.00	285.00	1,505.00	-290.00	19.0
4330 -- OFFICE SUPPLIES	21,340.00	0.00	21,340.00	3,371.43	5,455.67	12,512.90	15.8
4332 -- STAFF ROOM COFFEE/WATER SVC	7,000.00	0.00	7,000.00	969.89	4,058.11	1,972.00	13.9
4333 -- WEB SITE	3,000.00	0.00	3,000.00	0.00	1,577.25	1,422.75	0.0
4340 -- CUSTODIAL SUPPLIES	22,374.00	0.00	22,374.00	7,033.79	13,966.21	1,374.00	31.4
4384 -- SAFETY PLAN	5,000.00	0.00	5,000.00	1,350.00	0.00	3,650.00	27.0
4400 -- NONCAPITALIZED EQUIPMENT	22,500.00	0.00	22,500.00	13,913.16	5,863.92	2,722.92	61.8
Total 4000-4999 BOOKS AND SUPPLIES	323,883.02	0.00	323,883.02	83,059.99	110,223.80	130,599.23	25.6
<b>5000-5999 SERVICES, OTHER OPER. EXPENSE</b>							
5212 -- MILEAGE REIMBURSEMENT	3,150.00	0.00	3,150.00	765.00	0.00	2,385.00	24.3
5250 -- TEACHER PROFESSIONAL DEV'T	54,494.48	0.00	54,494.48	14,270.66	120.00	40,103.82	26.2
5322 -- PROFESSIONAL ASSOCIATIONS	3,677.00	0.00	3,677.00	6,935.00	0.00	-3,258.00	188.6
5450 -- PROPERTY & LIABILITY INSURANCE	25,465.00	0.00	25,465.00	25,465.00	0.00	0.00	100.0
5506 -- SECURITY SERVICE	10,000.00	0.00	10,000.00	3,643.50	11,950.50	-5,594.00	36.4
5507 -- SEWER TAX	9,600.00	0.00	9,600.00	0.00	0.00	9,600.00	0.0
5510 -- GAS & ELECTRIC	47,800.00	0.00	47,800.00	5,357.84	42,442.16	0.00	11.2
5540 -- WATER	28,000.00	0.00	28,000.00	9,394.00	18,606.00	0.00	33.6
5620 -- EQUIPMENT REPAIR	647.00	0.00	647.00	0.00	2,500.00	-1,853.00	0.0
5633 -- FACILITY MAINTENANCE	75,000.00	0.00	75,000.00	25,028.63	21,428.14	28,543.23	33.4

Selection Criteria: District = 06; Fund = 01; Object = 4000-7999; Restricted & Unrestricted Filtered By: 06.nwasco.External 1

EduReports - CECC

Data Last Updated: 10/3/2011 6:04 AM

Page 1 of 3

# GENERAL FUND EXPENSE DETAIL - SEPTEMBER 30, 2011

## District 06 -- Woodside Elementary School District

As of 9/30/2011

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
5690 -- CAMPUS LANDSCAPE MAINTENANCE	44,744.00	0.00	44,744.00	7,234.00	37,510.00	0.00	16.2
5800 -- PROF/CNSLT SVCS, OPER EXP	38,999.00	0.00	38,999.00	10,720.32	0.00	28,278.68	27.5
5809 -- ACCOMPANIST	2,000.00	0.00	2,000.00	0.00	1,500.00	500.00	0.0
5810 -- AUDIT SERVICES	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.0
5811 -- CONSULTANTS	32,580.00	0.00	32,580.00	3,102.00	55,640.00	-26,162.00	9.5
5812 -- STAFF RECRUITMENT	1,000.00	0.00	1,000.00	300.00	0.00	700.00	30.0
5813 -- SMCOE FISCAL DATA PROCESSING	5,100.00	0.00	5,100.00	5,000.00	0.00	100.00	98.0
5814 -- SUB CALLING SOFTWARE	2,242.00	0.00	2,242.00	2,260.00	0.00	-18.00	100.8
5815 -- LEGAL SVCS	16,300.00	0.00	16,300.00	0.00	0.00	16,300.00	0.0
5827 -- CONTRACT TECHNOLOGY SVCS	90,200.00	0.00	90,200.00	15,162.50	70,837.50	4,200.00	16.8
5832 -- FINGER PRINT CLEARANCE	800.00	0.00	800.00	15.00	800.00	-15.00	1.9
5840 -- SP ED OUTSIDE SVC PROVIDERS	64,423.00	0.00	64,423.00	8,249.22	55,571.00	602.78	12.8
5851 -- CLASS FUND	0.00	0.00	0.00	51,506.90	650.00	-52,156.90	-
5854 -- DC TRIP	0.00	0.00	0.00	1,100.00	0.00	-1,100.00	-
5862 -- VTP BUS TRANSPORTATION	33,264.00	0.00	33,264.00	29,156.42	0.00	4,107.58	87.7
5875 -- CONTRACTED NURSING SVCS	3,560.00	0.00	3,560.00	0.00	0.00	3,560.00	0.0
5883 -- PARCEL TAX SERVICE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0
5899 -- MISC. EXPENSE	19,000.00	0.00	19,000.00	2,006.29	1,205.49	15,788.22	10.6
5919 -- INTERNET SERVICE PROVIDER	8,650.00	0.00	8,650.00	8,500.00	0.00	150.00	98.3
5930 -- TELEPHONE SERVICE	25,879.00	0.00	25,879.00	5,579.66	11,720.34	8,579.00	21.6
5935 -- PHONE SYSTEM MAINTENANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.0
5940 -- EMAIL	8,000.00	0.00	8,000.00	1,799.85	5,399.55	800.60	22.5
5950 -- POSTAGE AND SHIPPING	5,600.00	0.00	5,600.00	1,458.05	2,151.10	1,990.85	26.0
Total 5000-5999 SERVICES, OTHER OPER. EXPENSE	676,174.48	0.00	676,174.48	244,009.84	340,031.78	92,132.86	36.1
<b>7000-7499 OTHER OUTGOING</b>							
7142 -- OTHR TUIT EX-COST TO CNTY	0.00	0.00	0.00	0.00	0.00	0.00	-
7438 -- DEBT SERVICE - INTEREST	131,815.75	0.00	131,815.75	32,948.12	0.00	98,867.63	25.0
7439 -- DEBT SERVICE - PRINCIPAL	188,231.55	0.00	188,231.55	37,141.04	0.00	151,090.51	19.7
Total 7000-7499 OTHER OUTGOING	320,047.30	0.00	320,047.30	70,089.16	0.00	249,958.14	21.9

Selection Criteria: District = 06; Fund = 01; Object = 4000-7999; Restricted & Unrestricted Filtered By: 06.nwasco.External 1

# GENERAL FUND EXPENSE DETAIL - SEPTEMBER 30, 2011

## District 06 -- Woodside Elementary School District

As of 9/30/2011

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
Total GENERAL FUND	1,320,104.80	0.00	1,320,104.80	397,158.99	450,255.58	472,690.23	30.1

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item X.D.**

---

TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: Williams Quarterly Report  
CLASSIFICATION:  Consent     Discussion     Action

---

**RECOMMENDATION**

It is the recommendation of the Superintendent/Principal that the Governing Board approve the Quarterly Report on the Williams Uniform Complaints.

**BACKGROUND INFORMATION**

This report covers the period of July 1, 2011 to September 30, 2011. The District did not receive any complaints during this period.

**BACKGROUND MATERIALS**

Yes     No                      If yes:            Attached     Yes     No

**FINANCIAL IMPLICATIONS**

None.

# SAN MATEO COUNTY OFFICE OF EDUCATION

## Quarterly Report on Williams Uniform Complaints [Education Code § 35186]

District: Woodside Elementary School District

Person completing this form: Dr. Beth Polito

Title: Superintendent/Principal

Quarterly Report Submission Date:  
(check one)

- October 2011 (Covers 7/1/11 – 9/30/11)**
- January 2012 (Covers 10/1/11 – 12/31/11)
- April 2012 (Covers 1/1/12 – 3/31/12)
- July 2012 (Covers 4/1/12 – 6/30/12)

Date for information to be reported publicly at governing board meeting: October 11, 2011

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.**
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
<b>Textbooks and Instructional Materials</b>	0		
<b>Teacher Vacancy or Misassignment</b>	0		
<b>Facilities Conditions</b>	0		
<b>TOTALS</b>	0		

Beth Polito, Superintendent/Principal

\_\_\_\_\_  
Print Name of District Superintendent

October 11, 2011

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date

Return by Pony or fax (802-5363) to Mefula Fairley at San Mateo County Office of Education.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item X.E.**

---

TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: Personnel Report  
CLASSIFICATION:  Consent     Discussion     Action

---

**ACTION**

It is the recommendation of the Superintendent/Principal that the Governing Board approve the personnel matter as detailed on the following page.

**BACKGROUND INFORMATION**

**BACKGROUND MATERIALS**

Yes     No                      If yes:    Attached     Yes     No

**FINANCIAL IMPLICATIONS**

Woodside Elementary School District  
3195 Woodside Road  
Woodside, Ca 94062

Re: Maternity Leave

September 21, 2011

To Dr. Beth Polito and Members of the Woodside School Board,

I am writing to formally notify Woodside School District and the Members of the School Board of my pregnancy and to arrange maternity leave. My presumed due date is January 19, 2012. My last day of work will be Friday, December 16, 2011 before the holiday break. I wish to return to work at the end of April. I would like to use my accrued sick days for that portion of the maternity leave that my doctor considers me disabled. If my presumed due date is accurate, the leave I have requested would be for a period of 16 weeks total: 8 weeks of pregnancy disability leave and 8 weeks of the Family Medical Leave Act.

Warm Regards,

A handwritten signature in cursive script that reads "Laura Symon".

Laura Symon  
Reading Specialist

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XI.A.**

---

TO: Governing Board  
FROM: Dr. Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: Resolution #2012-03: Sufficiency of Instructional Materials: 2011-12 School Year

CLASSIFICATION:  Consent  Report  Discussion/Action

---

**ACTION**

It is the recommendation of the Superintendent that the Governing Board adopt Resolution 2012-3: Sufficiency of Instruction Materials as presented.

**BACKGROUND INFORMATION**

California Education Code section 60119 requires that every school district Governing Board hold an annual public hearing within the first eight weeks of the school year where a determination must be made whether every student has sufficient textbooks or instructional materials, or both, that are aligned to the content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in reading/language arts, foreign language, mathematics, science and history/social science. In addition, the definition of sufficiency provides that each pupil, including each English learner, must have a standards-aligned textbook or instructional material or both, to use in class and to take home.

**BACKGROUND MATERIALS**

Yes  No If yes: Attached  Yes  No

**FINANCIAL IMPLICATIONS**

To receive instructional materials funds from the State of California, the Governing Board must hold the annual public hearing and must certify by resolution that every student has sufficient, standards-aligned textbooks and instructional materials.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT**  
**Resolution #2012-03**  
**REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas the Governing Board of the Woodside Elementary school District, in order to comply with the requirement of the Education Code Section 60119 held a public hearing on October 11, 2011 at 3:30 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Governing Board provided notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

Whereas, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit members in the public hearing, and;

Whereas information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

Whereas the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History – Social Science
- English/Language Arts including English Language Development

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes;

Therefore, it is resolved that for the 2011-2012 school year, the Woodside Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board of the Woodside Elementary School District on the 11<sup>th</sup> day of October 2011 by the following vote, to wit:

Ayes:  
Noes:  
Abstain:  
Absent:

Dated this 11<sup>th</sup> day of October 2011.

---

Dr. Beth Polito, Secretary of the Governing Board  
of the Woodside Elementary School District of  
San Mateo County, State of California

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XII.A.**

---

TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: CSBA Policy Service Presentation  
CLASSIFICATION:  Consent  Discussion  Action

---

**DISCUSSION/ACTION**

Cindy Akin of the California School Boards Association will give a presentation of Board policy audit and updating services offered by CSBA.

**BACKGROUND INFORMATION**

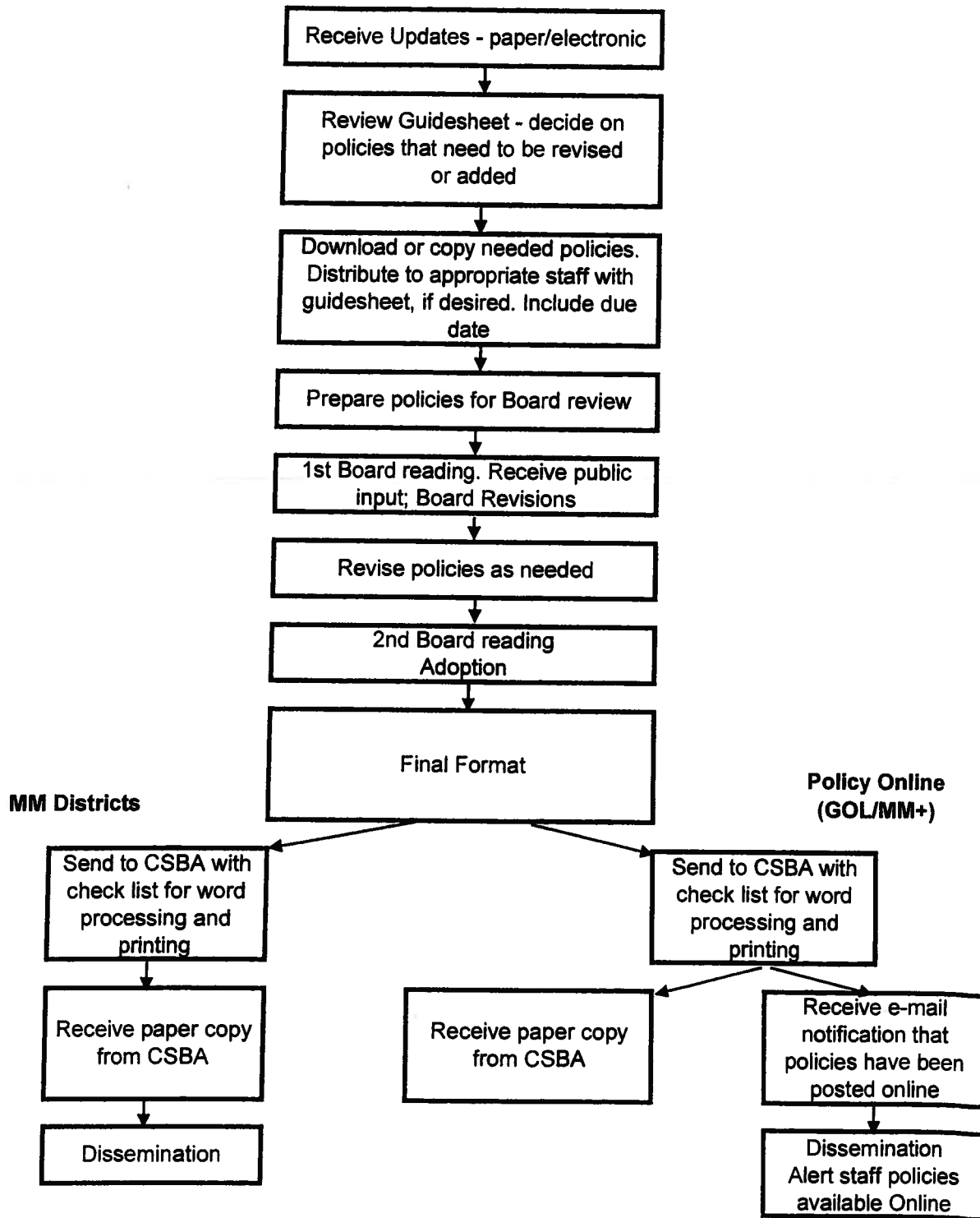
**BACKGROUND MATERIALS**

Yes  No      If yes:      Attached       Yes       No

**FINANCIAL IMPLICATIONS**

None at this time.

# Policy Update Process



# Policy

# WORKSHOP

## **CSBA designs workshops to meet the needs of every district.**

Effective policies are the core of successful school governance. They provide long-term direction and define short-term process. Workshops are designed to bring together the expertise and experience of your district administrators and/or board members with a CSBA consultant to produce a District Policy Manual that complies with state and federal law and meets your local needs. School districts of all sizes can benefit from a CSBA-led individual district policy workshop.

### **Benefits:**

- Helps ensure compliance with state and federal mandates.
- Helps develop policies for dealing with key issues.
- Incorporates unique local perspective into every policy manual.
- Makes access to district policies and administrative regulations easy.

### **Policy Development Workshop:**

- District staff and, if desired, board members, attend a 2-3 day workshop at a facility provided by the district. The days may be arranged consecutively or otherwise. District review teams may vary from day to day and the review of specific topics can be arranged for your scheduling convenience.
- CSBA provides a core sample manual and consultant assistance. Each manual includes a full volume of policies, regulations and bylaws. A CSBA consultant facilitates the workshop, answering process questions and researching content information.
- The district review team customizes the manual by modifying CSBA optional language to reflect district philosophy and practice. Viable district policies and/or regulations may be included.
- At the end of the workshop, the draft policy manual is returned to CSBA for production. The newly typed manual is then mailed to the district for board review and adoption. After adoption, it is returned to CSBA for final production. The district receives a camera-ready hard copy and CD with word processing files of the new policy manual.

**Fee:** Based on ADA. Call for fee schedule.

### **Consortium model:**

- At a central location, CSBA brings together several small school districts to provide policy development within a group setting. This "consortium" workshop follows the same basic format as the individual district policy development process described above, with each district's review team tailoring a manual to fit the district's local circumstances.

**Fee:** Based on ADA. Call for fee schedule.

**For ordering information, call Policy Services at (800)266-3382.**

# **Policy Audit Program**

## **Keeping a policy manual current can be an overwhelming task.**

By law, districts are mandated to adopt over 70 policies and many others help ensure that districts are legally compliant. But hundreds of new laws are passed by the legislature and congress every year and your policies can quickly become out-of-date. CSBA's new Policy Audit Program can help you make sure that your district's policies accurately reflect current state and federal law.

### **Getting started**

A CSBA consultant will analyze a district's policy manual to determine if the district's mandated policies and administrative regulations reflect current law and the latest CSBA sample. The consultant will also analyze selected district policies that have been identified by CSBA as containing important legal requirements. In all, CSBA will review over 150 district policies, regulations, and bylaws.

Once CSBA has completed this analysis, the district will receive a report that identifies those mandated and legally-oriented policies that the district does not have or do not reflect the latest revision by CSBA. This report will help the district identify priority areas for policy updating and give an indication as to the overall status of the district's manual. The district will also receive copies of the necessary CSBA sample policies.

### **Cost**

This service is offered at a flat fee of \$750. Don't wait too long and risk your policies becoming outdated. Call Policy Services today at (800) 266-3382.

**For ordering information, call Policy Services at (800)266-3382.**

---

# Policy

**Policy Online combines the services of GAMUT™ Online and Policy Manual Maintenance to offer the following benefits:**

- Access to your district's policy manual and other **GAMUT™** legal and policy resources via the Internet.
- An unlimited number of user accounts for district staff and board members to access **GAMUT™**
- Provide the district the option of eliminating the distribution and maintenance of policy binders throughout the district.
- Assurance to district leadership that everyone is relying on the most current policy.
- A "public account" to give Internet access to the district's policy manual to parents, students, and other community members. The "public account" is a limited account giving access to only the district's policy manual. Links to Education Code, other laws and other districts are not available to "public account" users.
- Provide that CSBA staff will update new and revised district policies within 30 days after they are received by CSBA and provide an e-mail notification to the district contact when they are posted online.

**Subscription Fee:** Based ADA. Call for fee schedule.

**For ordering information, call Policy Services at (800)266-3382.**

# Policy

# Maintenance

**Policy updates, consulting and word processing services. Policy Manual Maintenance provides this and more with a minimal investment of time and money.**

School districts and county offices of education are eligible to contract for **Policy Maintenance** if they've completed a CSBA Individual District Policy Workshop or maintained an up-to-date manual using the CSBA Policy Update Service and copyrighted index.

### **Services include:**

- Updated policy packets issued three times a year, containing sample language that may be modified to reflect local goals, objectives and philosophy; and instructions for updating your existing district/COE manual.
- Language for updating policies to reflect new and/or revised state and federal mandates, other current legislation, court rulings and attorney general opinions.
- Complete word processing services performed by CSBA, including sample policy language modifications by the district, adoption dates and district name.
- Ongoing consulting services.
- Eligibility to become a **PolicyONLINE** client and have access to your district's policies through CSBA's **GAMUT™**

**Fee:** Based on ADA. Call for fee schedule.

**For ordering information, call Policy Services at (800)266-3382.**

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XII.B.**

---

TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: CSBA Conference  
CLASSIFICATION:  Consent  Discussion  Action

---

**DISCUSSION/ACTION**

Dr. Polito will lead a discussion on the CSBA school board leadership conference in San Diego from November 30 through December 3, 2011.

**BACKGROUND INFORMATION**

Detailed information on the conference can be found on the following pages.

**BACKGROUND MATERIALS**

Yes  No      If yes:      Attached       Yes  No

**FINANCIAL IMPLICATIONS**

None at this time.



**Attendees**

[Schedule At-a-Glance](#)

[County-Related Attendee Guide](#)

[Orientation for New Trustees: Preparation for the First 100 Days](#)

[Welcome Executive Assistants](#)

[General Session speakers](#)

[Pre-Conference Activities](#)

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### Pre-Conference Activities

#### **Board Presidents Workshop: Tools for Strategic Leadership** Invaluable training for current and aspiring board presidents

**San Diego Convention Center**  
**Wednesday, November 30**  
**Program: 9:00 a.m. - 4:00 p.m.**

Register through November 10 at \$195  
November 11 through on-site registration \$205

Registration opens at 7:00 a.m.  
(fee includes materials, lunch and refreshments)

The Board Presidents Workshop provides current and aspiring board members with the tools for strategic leadership. Attend and learn how to forge effective governance teams, conduct meaningful meetings and fulfill governance responsibilities in a way that focuses all district and county office efforts on student learning and achievement.

You will leave with strategies to increase your effectiveness and materials to support you as you take on this significant and complex role. This session explores:

- Running effective meetings: A blueprint for success
- Using a board leadership plan to foster an exceptional governance team
- Working with new board members: tips and checklist
- Managing conflict: Developing norms for communication
- Leading the meeting: Guiding protocols
- Accomplishing your governance goals through board self-evaluation
- Knowing what and when to expect it: Utilizing the school district governance calendar
- Evaluating the superintendent: Using this important leadership tool to focus and align all the district's efforts
- Developing a successful advocacy strategy that will promotes strong community relationships
- And much more

*Presenters: Leslie Demersseman and Luan Burman Rivera, Governance Consultants, California School Boards Association*

#### **Legal Symposium for Experienced Board Members**

**San Diego Convention Center**  
**Wednesday, November 30**  
**Program: 9:00 a.m. - 4:00 p.m.**

Register through November 10 at \$195  
November 11 through on-site registration \$205

Registration opens at 7:00 a.m.  
(fee includes materials, lunch and refreshments)

**9:00 am -10:20 am**

**From Findings to Facilities: The High Stakes Nuances of Analyzing the Charter School Petition**

This workshop will examine in depth how case law and State Board of Education regulations have interpreted the statutory standards for granting charter petitions, and provide practical recommendations on managing the petition review process to promote a high standard for pupil achievement and financial stability in charter petitions that are granted, and to provide well documented reasons for petitions that are denied.

*Presenters: Steven and Margaret Chidester; Law Offices of Margaret A. Chidester & Associates; Melanie Petersen, Fagen Friedman & Fulfrost*

**10:30 am - 11:50 am**

**At-Large Voting: Will Your Elections Change?**

Under the California Voting Rights Act (CVRA), public boards face law suits from claims that districts' current at-large voting system circumvent appropriate board representation by members of a protected class/minorities. A case analysis is used to examine changing district voting systems from at-large to trustee areas to avoid costly litigation. At the workshop's conclusion, attendees will have a working knowledge of the California Voting Rights Act and how its legal implications/requirements impact school districts. Tips for assessing potential violation of the CVRA, and legal analysis and political strategies for board members to take back to their districts.

*Presenters: Peter Fagen, Esq. and Tiffany Santos, Esq.; Fagen Friedman & Fulfrost LLP*

**Noon-1:15 pm**

**Lunch**

**1:15 - 2:30 pm**

**How to Hire a Superintendent**

Recognizing the long-term impact that a superintendent's contract will have on a district's success is often difficult. Crafting contracts that allow the board to employ whomever it feels will best suits the needs of the district and lead to its success is a complicated matter. This workshop will address board policy matter related to the superintendent search, provide a framework in which to consider the intricacies of contract preparation and discuss how to evaluate contract terms including length of the contract, renewal, compensation and termination clauses.

*Presenters: Mike Smith, Lozano Smith and Warren Kinsler, Atkinson Anderson Loya Ruud & Romo*

**2:40 - 4:00 pm**

**School Board Ethics**

This workshop is geared towards experienced board members and will discuss complex, real world ethical challenges. Including acting fairly, divided loyalties, misunderstandings about Brown Act obligations, appearances of impropriety, balancing individual board member's First Amendment rights with the fiduciary duty to the district, personality conflicts between board member(s) and/or the CEO, and rogue board behavior. Come to this workshop to get insight on how to avoid abuses of power and how to act in service to the district and the public.

*Presenters: Laura Schulkind, Liebert Cassidy Whitmore, Chris Keeler and Brian Bock, Fagen Friedman & Fulfrost*

**Orientation for New Trustees: Preparation for the First 100 Days**

**San Diego Convention Center**

**Wednesday, November 30**

**Program: 9:00 a.m. - 4:00 p.m.**

Register through November 10 at \$195

November 11 through on-site registration \$205

Registration opens at 7:00 a.m.

(fee includes materials, lunch and refreshments)

The election is over and it's official—you're now on the board. What next? CSBA's one-day orientation for new trustees will get you through your first 100 days of service with ease. It is crucial for the board and superintendent to work closely to provide governance leadership in support of enhanced student learning and achievement.

Start building your network today. Meet other newly elected board members and share common goals, experiences and concerns. Board presidents and superintendents: Register your new board members for this vital workshop. We strongly encourage your attendance as well.

Attend and learn about your critical role and key responsibilities. Leave this session equipped with

strategies, tips and tools to survive. You'll explore:

- Getting on the same page: Using an orientation meeting to get everyone on board
- Setting direction for the district: Using your policies to stay on course
- Keeping the meeting from getting bogged down: Communication style can help
- Getting through the first 100 days: Adopting your first interim report
- Looking at your first budget: Checklist for reviewing the budget
- Knowing what and when to expect it: A sample school district governance calendar will lead you through the process
- Keeping it legal: a legal primer and The Brown Act basics will guide you
- Learning from experience: hear a candid perspective from a veteran board member
- And much more

*Presenters: Christopher Maricle, Director, Governance Research and Development and David Pollock, Senior Director, Program Development, California School Boards Association; Ron Bennett, President and CEO, School Services of California, Inc.; Michael Smith, Shareholder, Lozano Smith*

**Contact**

**Directions**

**Archived Conference Materials**

**CSBA Home**



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**Attendees**

[Schedule At-a-Glance](#)

[County-Related Attendee Guide](#)

[Orientation for New Trustees:  
Preparation for the First 100 Days](#)

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### Orientation for New Trustees: Preparation for the First 100 Days

**Wednesday, November 30**

**9:00 a.m. - 4:00 p.m.**

**San Diego Convention Center**

**Register through November 10 at \$195**

**Register after November 10 through onsite registration at \$205 (Fee includes materials, lunch and refreshments)**

Election day is over and it's official—you're now on the board. What next? CSBA's one-day orientation for new trustees will get you through your first 100 days of service with ease. It is crucial for the board and superintendent to work together closely to provide governance leadership in support of enhanced student learning and achievement. The precursor to the two-day Institute for New and First-Term Board Members offered in early 2012, this orientation will examine the following:

- Getting on the same page: Using an orientation meeting to get everyone on board
- Setting direction for the district: Using your policies to stay on course
- Keeping the meeting from getting bogged down: Communication style can help
- Getting through the First 100 Days: Adopting your first interim report
- Looking at your first budget: Checklist for reviewing the budget
- Knowing what and when to expect it: A sample school district governance calendar will lead you through the process
- Keeping it legal: A legal primer and The Brown Act basics
- Learning from experience: Hear a candid perspective from a veteran board member
- ...And much more

Start building your network today. Meet other newly elected board members and share common goals, experiences and concerns.

Board presidents and superintendents: Register your new board members for this vital workshop. We strongly encourage your attendance as well.

**Presenters include:** Christopher Maricle, Governance Consultant, and David Pollock, Senior Director, Program Development, California School Boards Association; Ron Bennett, President and CEO, School Services of California, Inc.; Michael Smith, Lozano Smith.

New board member webinar and highlighted sessions for new board members coming soon!

[Contact](#)

[Directions](#)

[Archived Conference Materials](#)

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**Attendees**

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[County-Related Attendee Guide](#)

[Orientation for New Trustees: Preparation for the First 100 Days](#)

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[On-demand tutorials](#)

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**AEC Registration**

**Sign up early and save big.**

Invest in your students. Invest in your board. Invest in YOU.

Whether it's the general sessions, the workshops/clinics/critical issue sessions, the trade show floor or the networking and learning, CSBA offers a leadership development opportunity for governance teams to invest in the future of their students.

Register early and save \$100 on the onsite registration fee.

**Conference registration and housing are now open.**

**Registration forms and other resources**

- [Early bird registration worksheet](#)
- [2011 Conference hotel reservation form](#)
- [2011 Conference Housing sub-block agreement](#)
- [On-demand tutorials: Make registering easier](#)

**Conference registration rates**

**Early registration**

June 14 - August 14  
\$425

**Pre-registration**

August 15 - November 10  
\$455

**On-site registration**

\$525

**Hotel rates**

**San Diego Marriott Marquis and Marina**

Headquarters hotel  
\$239 a night

**Manchester Grand Hyatt**

\$240 a night

**Holiday Inn San Diego on the Bay**

\$159 a night



**Attendees**

- [Schedule At-a-Glance](#)
- [County-Related Attendee Guide](#)
- [Orientation for New Trustees: Preparation for the First 100 Days](#)
- [Welcome Executive Assistants](#)
- [General Session speakers](#)
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[AECHome](#)   [Attendees](#)   [Schedule At-a-Glance](#)

**Schedule-At-A-Glance**

**Schedule-At-A-Glance**

**Thursday, December 1**

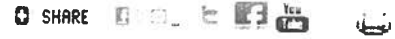
8:30 – 9:45 a.m.	Sessions <i>(Workshops, Critical Issues &amp; Table Talks)</i>
10:00 – 11:15 a.m.	Sessions <i>(Workshops, Critical Issues &amp; Table Talks)</i>
11:15 a.m. - Noon	Trade Show Dedicated Time
Noon – 1:15 p.m.	Luncheons
1:30 – 3:15 p.m.	First General Session
3:15- 3:45 p.m.	Trade Show Dedicated Time & Hosted Dessert Break
4:00 – 5:15 p.m.	Sessions <i>(Workshops, Critical Issues)</i>
3:45 – 5:45 p.m.	Clinics

**Friday, December 2**

7:00 – 8:15 a.m.	Breakfasts
8:30 – 9:45 a.m.	Sessions <i>(Workshops, Critical Issues &amp; Table Talks)</i>
8:30 – 10:30 a.m.	Clinics
10:00 – 11:15 a.m.	Sessions <i>(Workshops, Critical Issues &amp; Table Talks)</i>
11:15 a.m. - Noon	Trade Show Dedicated Time
Noon – 1:15 p.m.	Luncheons
1:30 – 3:15 p.m.	Second General Session
3:15- 3:45 p.m	Trade Show Dedicated Time & Prize Drawing
4:00 – 5:15 p.m.	Sessions <i>(Workshops, Critical Issues)</i>

3:45 – 5:45 p.m.	Clinics
<b>Saturday, December 3</b>	
7:00 – 8:15 a.m.	Breakfasts
8:30 – 9:45 a.m.	Sessions <i>(Workshops, Critical Issues)</i>
10:00 – 11:45 a.m.	Third General Session: State of the State
Noon – 2:00 p.m.	Golden Bell Awards Luncheon
2:00 p.m.	Conference Adjourns

[\*\*Contact\*\*](#)  
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**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3– Item XII.C.**

---

TO: Governing Board  
FROM: Robin Wasco, Chief Business Official  
DATE: October 11, 2011  
SUBJECT: Budget Update  
CLASSIFICATION:  Consent  Discussion  Action

---

**DISCUSSION**

The Chief Business Official will report on the first District Budget Committee meeting.

**BACKGROUND MATERIALS**

Yes  No      If yes:      Attached       Yes       No

**FINANCIAL IMPLICATIONS**

None.

*Executive Summary*

**To:** *Woodside School Board of trustees*

**From:** *Robin Wasco, Chief Business Official*

**CC:** *Dr. Beth Polito, Superintendent/Principal*  
*Steve Frank, Assistant Principal*  
*Katherine Peterson, Student Services Coordinator*

---

**Summary:**

The District Budget Committee met for the 1<sup>st</sup> time on Thursday, September 29<sup>th</sup>.

The committee is made up of members of the school administration, School Board, certificated staff, classified staff, PTA, and Woodside School Foundation.

Topics presented and discussed were:

- Scope of Committee
- Budget Process & Timeline
- Definition of Basic Aid & Locally Funded Status
- Property Tax Revenue
- State & Federal Revenue
- Financial information needed to better understand the fiscal picture of Woodside School

Committee plans to meet on a monthly basis, with the next meeting on Thursday, October 13<sup>th</sup>.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3– Item XII.D.**

---

TO: Governing Board  
FROM: Robin Wasco, Chief Business Official  
DATE: October 11, 2011  
SUBJECT: Debt Schedule Report  
CLASSIFICATION:  Consent  Discussion  Action

---

**DISCUSSION**

The Chief Business Official will present the District's Debt Schedule report showing the current long term obligations by fiscal year.

**BACKGROUND MATERIALS**

Yes  No      If yes:      Attached       Yes  No

**FINANCIAL IMPLICATIONS**

Total debt payments, including retirees, for the current fiscal year total \$ 424,048.30.  
See attached schedule for future years.

*Executive Summary*

**To:** *Woodside School Board of trustees*

**From:** *Robin Wasco, Chief Business Official*

**CC:** *Dr. Beth Polito, Superintendent/Principal*  
*Steve Frank, Assistant Principal*  
*Katherine Peterson, Student Services Coordinator*

---

**Summary:**

Woodside Elementary School District has 4 outstanding financing agreements for the following items:

Apple Computer staff computers. This 5 year financing will be completed in 2 years, at the end of Fiscal Year 2012-13. The annual principal and interest payments are \$ 19,466.98.

Instructional Technology. This 4 year financing will be completed in 2 ½ years, during the Fiscal Year 2013-14. The annual principal and interest payments are \$ 98,091.60 for 2 years, and \$ 49,045.80 for the final year.

Modernization. This 21 year financing will be completed in 18 years, 1 month. The annual principal and interest payments are \$ 202,488.72. The final payment will be \$ 16,874.06.

Retirees STRS +2. Early retirement incentive for 8 employees, financed over 8 years each. The annual principal and interest payment for FY11-12 is \$ 104,001. These annual payments decrease over the next 8 years, as the principal amounts are paid off.

DEBT SCHEDULE (7/1/11)

prepared: 10/4/2011

	FY11-12		
	Principal	Interest	Total
Staff Computers	17,329.54	2,137.44	19,466.98
Instructional Tech	88,751.10	9,340.50	98,091.60
Modernization	82,150.91	120,337.81	202,488.72
<b>SUBTOTAL</b>	<b>188,231.55</b>	<b>131,815.75</b>	<b>320,047.30</b>
Retirees STRS +2	72,643.27	31,357.73	104,001.00
<b>GRAND TOTAL</b>	<b>260,874.82</b>	<b>163,173.48</b>	<b>424,048.30</b>

	FY12-13		
	Principal	Interest	Total
	18,367.20	1,099.78	19,466.98
	92,789.83	5,301.70	98,091.53
	86,465.77	116,022.95	202,488.72
<b>SUBTOTAL</b>	<b>197,622.80</b>	<b>122,424.43</b>	<b>320,047.23</b>
	72,602.53	25,366.82	97,969.35
<b>GRAND TOTAL</b>	<b>270,225.33</b>	<b>147,791.25</b>	<b>418,016.58</b>

	FY13-14		
	Principal	Interest	Total
	-	-	-
	47,966.57	1,079.23	49,045.80
	91,007.26	111,481.46	202,488.72
<b>SUBTOTAL</b>	<b>138,973.83</b>	<b>112,560.69</b>	<b>251,534.52</b>
	72,647.54	20,868.63	93,516.17
<b>GRAND TOTAL</b>	<b>211,621.37</b>	<b>133,429.32</b>	<b>345,050.69</b>

	FY14-15		
	Principal	Interest	Total
Staff Computers	-	-	-
Instructional Tech	-	-	-
Modernization	95,787.26	106,701.46	202,488.72
<b>SUBTOTAL</b>	<b>95,787.26</b>	<b>106,701.46</b>	<b>202,488.72</b>
Retirees STRS +2	72,647.54	16,962.94	89,610.48
<b>GRAND TOTAL</b>	<b>168,434.80</b>	<b>123,664.40</b>	<b>292,099.20</b>

	FY15-16		
	Principal	Interest	Total
	-	-	-
	-	-	-
	100,818.36	101,670.36	202,488.72
<b>SUBTOTAL</b>	<b>100,818.36</b>	<b>101,670.36</b>	<b>202,488.72</b>
	72,647.54	13,057.25	85,704.79
<b>GRAND TOTAL</b>	<b>173,465.90</b>	<b>114,727.61</b>	<b>288,193.51</b>

	FY16-17		
	Principal	Interest	Total
	-	-	-
	-	-	-
	106,113.69	96,375.03	202,488.72
<b>SUBTOTAL</b>	<b>106,113.69</b>	<b>96,375.03</b>	<b>202,488.72</b>
	72,647.54	9,151.56	81,799.10
<b>GRAND TOTAL</b>	<b>178,761.23</b>	<b>105,526.59</b>	<b>284,287.82</b>

DEBT SCHEDULE (7/1/11)

prepared: 10/4/2011

	Staff Computers	Instructional Technology	Modernization	Retirees STRS +2	TOTAL ANNUAL PAYMENTS
FY11-12	19,466.98	98,091.60	202,488.72	104,001.00	424,048.30
FY12-13	19,466.98	98,091.53	202,488.72	97,969.35	418,016.58
FY13-14		49,045.80	202,488.72	93,516.17	345,050.69
FY14-15			202,488.72	89,610.48	292,099.20
FY15-16			202,488.72	85,704.79	288,193.51
FY16-17			202,488.72	81,799.10	284,287.82
FY17-18			202,488.72	61,501.56	263,990.28
FY18-19			202,488.72	42,251.16	244,739.88
FY19-20			202,488.72		202,488.72
FY20-21			202,488.72		202,488.72
FY21-22			202,488.72		202,488.72
FY22-23			202,488.72		202,488.72
FY23-24			202,488.72		202,488.72
FY24-25			202,488.72		202,488.72
FY25-26			202,488.72		202,488.72
FY26-27			202,488.72		202,488.72
FY27-28			202,488.72		202,488.72
FY28-29			202,488.72		202,488.72
FY29-30			16,874.06		16,874.06

<b>TOTALS</b>	<b>38,933.96</b>	<b>245,228.93</b>	<b>3,661,671.02</b>	<b>656,353.61</b>	<b>4,602,187.52</b>
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**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XII.E.**

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TO: Governing Board

FROM: Dr. Bruce Thompson, Facilities Master Plan Consultant

DATE: October 11, 2011

SUBJECT: Facilities Master Plan Update

CLASSIFICATION:  Consent  Report  Discussion/Action

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**DISCUSSION:**

Dr. Bruce Thompson will present a progress report on the development of the Facilities Master Plan to date.

**BACKGROUND INFORMATION:**

The architectural firm of BFGC-IBI group of San Jose is leading the efforts of the Facilities Master Plan and has visited the campus with its engineering consultants to assess the buildings and the outdoor areas. The engineering firm of Fause, Smith and McDonald of San Francisco was retained to assess technology, telecommunications and security. The civil engineering firm of Lea and Braze of Hayward is measuring the extent of damage to the school site from the two areas of creek erosion. And School Facilities Group of Sacramento is assisting the district in determining its eligibility for state funding for the roofing projects and the creek erosion.

The Board will be presented with a review of the preliminary findings to date. The assessments will not be completed until late October. A draft report identifying a priority order of needs with cost estimates will be presented at the November 8 Board meeting.

**BACKGROUND MATERIALS**

Yes  No If yes: Attached  Yes  No

**FINANCIAL IMPLICATIONS**

The Board of Trustees established a \$50,000 budget.

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XII.F.**

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TO: Governing Board

FROM: Beth Polito, Superintendent/Principal

DATE: October 11, 2011

SUBJECT: School Site Council 2011-12 Draft Single Plan for Student Achievement

CLASSIFICATION:  Consent  Discussion  Action

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**DISCUSSION**

The Superintendent/Principal and School Site Council President will lead a discussion with the Governing Board on the proposed Site Council goals.

**BACKGROUND INFORMATION**

Site Council members have updated and revised the goals for the 2011-12 school year. The Superintendent/Principal will provide an overview of the development of the School Site Council goals for the 2011-12 school year and next steps. Action will be taken at the November 8<sup>th</sup> Board meeting when final recommendations will be approved by Site Council members.

**BACKGROUND MATERIALS**

Yes  No If yes: Attached  Yes  No

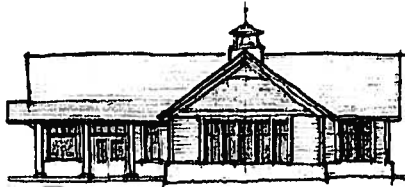
**FINANCIAL IMPLICATIONS**

None at this time.

**DRAFT – OCTOBER 11, 2011**

**The Single Plan for Student Achievement**

**Woodside Elementary School  
2011-2012 School Year**



**4169088-6045165**

**CDS Code**

**Date of Preliminary Plan: October 11, 2011**

**The *Single Plan for Student Achievement* (SPSA) is a plan of actions to raise the academic performance of all students to the level of performance goals established under the California Academic Performance Index. California *Education Code* sections 41507, 41572, and 64001 and the federal No Child Left Behind Act (NCLB) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and NCLB Program Improvement into the *Single Plan for Student Achievement*.**

**For additional information on school programs and how you may become involved locally, please contact the following person:**

**Contact Person:** **Dr. Beth Polito**  
**Position:** **Superintendent/Principal**  
**Telephone Number:** **(650) 851-1571**  
**Address:** **3195 Woodside Road, Woodside, CA 94062**  
**E-mail Address:** **[bpolito@woodsideschool.us](mailto:bpolito@woodsideschool.us)**

**The Woodside Elementary School District Governing Board approved this revision of the Single Plan for Student Achievement on \_\_\_\_\_**

## 2010-11 Site Council Goals and Action Plan Summary

In the 2010-2011 school year, the Site Council focused on the following goals:

**School Site Council Goal #1** - WES students will be encouraged to develop a love of mathematics and achieve a level of confidence in their mathematical skills and abilities through appropriate pacing of instruction, sufficient support and remediation of materials, and the opportunity to expand conceptual knowledge through increased complexity, depth and problem solving as appropriate for each student.

**Summary of Actions for Goal #1 for 2010-2011:**

1. Portions completed and balance is an ongoing effort to improve math instruction.
  2. Continue to review and monitor by Site Council members in the 2011-12 school year.
  3. WES participated in the American Mathematics Competition (AMC-8) in Fall 2010.
  4. Offered math enrichment class to GATE students from fourth to eighth grade during 8<sup>th</sup> period block.
  5. Continued Family Math Night – Fall 2010 by Woodside School staff
- 

**School Site Council Goal #2** - WES encourages students to walk or bicycle to Woodside Elementary School by funding projects that remove the barriers that currently prevent them from doing so.

**Summary of Actions for Goal #2 for 2010-2011:**

- Continue to review and monitor by Site Council members in the 2011-12 school year.
- Hired safety consultant who reviewed procedures and supplies; established priorities for the 2010-11 school year.
- Executed “walk to school” event in Fall 2010.
- Continue to review and monitor by Site Council members in the 2011-12 school year.

**School Site Council Goal #3** - The school community, including teachers, administrators and parents will have a clear, consistent understanding of site council goals, action items, deliverables and measurements. The school community will have a clear understanding of any programs instituted as a result of site council goals. Measurements of those programs will be accessible and current.

**Summary of Actions for Goal #3 for 2010-2011:**

1. Implemented revised parent/staff annual survey with goal of over 70% satisfaction in the information that is being shared regarding major school initiatives. Overall, parents reported a 97% satisfaction rate in overall program.

**School Site Council Goal #4** - Graduates of WES will have acquired the necessary concepts, skills and experiences to be responsible and contributing members of their local communities and have achieved a degree of global awareness.

**Summary of Actions for Goal #4 for 2010-2011:**

1. Continue to review and monitor by Site Council members in the 2011-12 school year.

**School Site Council Goal #5**

WES is committed to ensuring the safety and well-being of WES students and staff during routine daily activities and in the event of an emergency.

**Summary of Actions for Goal #5 for 2010-2011:**

1. Continue to review and monitor by Site Council members in the 2011-12 school year.
2. Portions completed and balance is an ongoing effort to improve overall safety of students and staff at school.
3. Updated and refined Woodside School Safety Plan with 100% of staff understanding their roles and responsibilities.
4. Completed one emergency drill has been completed gaining a satisfactory score from outside expert observer.

## Planned Improvements in Student Performance for 2011-2012

The school site council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet API and AYP growth targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of student groups not meeting state standards:

<b>Woodside Elementary School (WES) Site Council Goals 2011-12</b> <i>Aligned with Woodside School District Goals</i>					
<b><u>School Site Council Goal #1</u></b>					
<p>WES students will be encouraged to develop a love of mathematics and achieve a level of confidence in their mathematical skills and abilities through appropriate pacing of instruction, sufficient support and remediation of materials, and the opportunity to expand conceptual knowledge through increased complexity, depth and problem solving as appropriate for each student.</p> <p><b><u>Measured by:</u></b></p> <ol style="list-style-type: none"> <li>1. Continuity of educational experience measured by evaluator observation</li> <li>2. Parent, student and staff understanding and use of online component of K-5 Math program</li> <li>3. Introduction of additional enrichment opportunities within and outside of class time</li> <li>4. Updated information regarding the offering of accelerated middle school math options will be presented to the Board of Trustees</li> </ol>					
	<i><b>Strategies/ Action Steps</b></i>	<i><b>Evidence</b></i>	<i><b>Status</b></i>	<i><b>Responsibility</b></i>	<i><b>SSC Budget</b></i>
1.1	Horizontal and vertical articulation will be conducted.	<ol style="list-style-type: none"> <li>a. Teacher feedback indicates increased clarity of curriculum expectations within &amp; across grade levels through curriculum mapping process</li> <li>b. Each grade level will provide clear articulation of enrichment/ support differentiation strategies being used in the classroom by June 2012</li> <li>c. Monthly articulation meetings may be used for vertical articulation</li> </ol>	<ul style="list-style-type: none"> <li>• Continue 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Admin</li> </ul>	

<b>Strategies/ Action Steps</b>		<b>Evidence</b>	<b>Status</b>	<b>Responsibility</b>	<b>SSC Budget</b>
1.2	<b>Parent Education &amp; Investigation</b> <ul style="list-style-type: none"> <li>• K-5 math homework</li> <li>• K-5 Math Online Enrichment</li> <li>• 6-8 Math Acceleration &amp; Enrichment</li> </ul>	a. 2 – 3 Assessments to be completed b. Release time provided to teachers c. Report to the Board of Education re: Acceleration Options	<ul style="list-style-type: none"> <li>• Continue 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Admin</li> <li>• SSC</li> </ul>	
1.3	<b>External Professional Development Opportunities</b> <ul style="list-style-type: none"> <li>• California Association for the Gifted</li> <li>• California Mathematics Council (Asilomar)</li> <li>• Other (Nueva, National Middle School Conference, etc.)</li> <li>• Silicon Valley Math Initiative</li> </ul>	a. Teachers attending conference share highlights of conferences and learning ideas gained with whole staff.	<ul style="list-style-type: none"> <li>• Continue 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Continue in 2011-12 if funding available</li> </ul>
1.4	<b>Explore additional extra-curricular events to allow students to further appreciate the subject matter</b>	a. Intra-and extramural math competitions, math nights, guest speakers	<ul style="list-style-type: none"> <li>• Facilitate in 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Admin</li> <li>• SSC members</li> </ul>	

**Woodside Elementary School (WES) Site Council Goals 2011-12**  
*Aligned with Woodside School District Goals*

**School Site Council Goal #2**

WES encourages students to walk or bicycle to Woodside Elementary School by supporting projects that remove the barriers that currently prevent them from doing so and promote community awareness.

**Alignment with WES Strategic Goals**

**Strategic Goal # 2 – Community:** Continue efforts at Woodside School to create a strong sense of community (including students, staff and parents) within the school setting. Behavioral expectations and a clearly stated value system need to be regularly communicated with the entire school community. A clear set of procedures should be defined, communicated and consistently implemented. Clarity regarding all aspects of behavior is a pivotal key to success.

**Measured by:**

1. A 200% increase in students walking or riding to school over the 2009-2010 baseline at end of year three (2011-2012)

<i>Strategies/ Action Steps</i>		<i>Evidence</i>	<i>Status</i>	<i>Responsibility</i>	<i>SSC Budget</i>
2.1	a. Continue efforts to promote walk/bike to school events with assistance of local safety authorities and the cooperation of parents	a. Walk-to-school event b. Exploration of Safe Routes to School Grant	• Continue 2011-12	• SSC members	

**Woodside Elementary School (WES) Site Council Goals 2011-12**  
*Aligned with Woodside School District Goals*

**School Site Council Goal #3**

WES is committed to ensuring the safety and well-being of WES students and staff during routine daily activities and in the event of an emergency.

**Measured by:**

1. Comprehensive Safety Plan is completed and 100% of staff understand their roles & responsibilities.
2. Dangerous intruder training provided to staff and students and at least one drill completed.
3. Provide staff training in First Aid & CPR
4. Comprehensive safety related policy updates approved by the Board of Trustees.

<i><b>Strategies/ Action Steps</b></i>		<i><b>Evidence</b></i>	<i><b>Status</b></i>	<i><b>Responsibility</b></i>	<i><b>SSC Budget</b></i>
3.1	Continue efforts to assure the safety and well-being of WES students and staff during routine daily activities and in the event of an emergency	a. Update annually	<ul style="list-style-type: none"> <li>• Continue to refine 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Safety Committee</li> </ul>	
3.2	Successful execution of 1 - 2 emergency drills per year based on consultant recommendations  Training and drill for dangerous intruders	a. Dangerous intruder training b. Dangerous intruder drill completed	<ul style="list-style-type: none"> <li>• Continue to refine 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Safety Committee</li> </ul>	
3.3	Provide training to staff	a. Provide CPR/First Aide training to staff b. Maintenance plan for all safety related job responsibilities c. Radio protocol	<ul style="list-style-type: none"> <li>• Continue 2011-2012</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Safety Committee</li> </ul>	
3.4	Analysis of Board Policy and Safety Plan alignment	a. Policy updates and review	<ul style="list-style-type: none"> <li>• Continue 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Safety Committee</li> </ul>	

**Woodside Elementary School (WES) Site Council Goals 2011-12**  
*Aligned with Woodside School District Goals*

**School Site Council Goal #4**

Graduates of WES will have acquired the necessary skills and experiences to be responsible and contributing members of their local communities by demonstrating pro-social life skills in their interactions with others.

**Measured by:**

1. Staff, students and parents would be better able to articulate what SEL is.
2. Staff, students and parents will have had experiences using SEL tools in their relationships
3. Staff, students and parents will be able to articulate what Woodside School behavior expectations are including what positive reinforcement and intervention systems are in place.

<i>Strategies/ Action Steps</i>		<i>Evidence</i>	<i>Status</i>	<i>Responsibility</i>	<i>SSC Budget</i>
4.1	Parent Education in Social and Emotional Learning will be provided during the 2011-2012 school year	<ol style="list-style-type: none"> <li>a. Parent Education Night #1: Its Fundamental and Developmental with Janice Toben</li> <li>b. Parent Education Night #2: Open Session with Janice Toben</li> </ol>	<ul style="list-style-type: none"> <li>• 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• SSC</li> <li>• PTA Parent Education Liaison</li> </ul>	
4.2	Life Skill Words will continue to guide monthly work around Social and Emotional Learning	<ol style="list-style-type: none"> <li>a. Paws of Praise, positive reinforcement system</li> <li>b. Weekly Line Up recognition and introduction of Life Skill Words</li> <li>c. Classroom lessons about Life Skill words</li> </ol>	<ul style="list-style-type: none"> <li>• 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Staff</li> </ul>	
4.3	Long Term SEL Implementation Plan	<ol style="list-style-type: none"> <li>a. Determine Funding Structure</li> <li>b. Establish 2 year training plan</li> <li>c. Establish long term maintenance training program</li> </ol>	<ul style="list-style-type: none"> <li>• 2011-2012</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Staff</li> <li>• SSC</li> </ul>	
4.4	Middle school Advisory Planning, Implementation and Evaluation	<ol style="list-style-type: none"> <li>a. SEL Curriculum Implementation</li> <li>b. Open Session Implementation</li> </ol>	<ul style="list-style-type: none"> <li>• 2011-2012</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Petersen</li> </ul>	
4.5	Teacher Training in Social and Emotional Learning will take place during the 2011-2012 school year.	<ol style="list-style-type: none"> <li>a. Its Fundamental and Developmental with Janice Toben</li> <li>b. School Climate Agreements</li> <li>c. Training: K-5 Curriculum</li> <li>d. Training 6-8 Open Session/Middle School Curriculum</li> </ol>	<ul style="list-style-type: none"> <li>• 2011-12</li> </ul>	<ul style="list-style-type: none"> <li>• Admin</li> <li>• SSC</li> <li>• Staff</li> </ul>	

## **Woodside Elementary School Budget 2011-2012**

Due to state budget uncertainties in 2012, Site Council members will review the budget in Fall 2011 and make recommendation to the School Board at that time.

## School Site Council Membership

### Woodside Elementary School

*Education Code* Section 64001(g) requires that the SPSA be reviewed and updated at least annually, including proposed expenditures of funds allocated to the through the Consolidated Application, by the school site council. At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group. The current make-up of the school site council is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
<b>Dr. Beth Polito, Principal</b>	<b>X</b>				
<b>Dr. Katherine Peterson, Student Services</b>			<b>X</b>		
<b>Debbie Campbell</b>		<b>X</b>			
<b>Lisa White</b>		<b>X</b>			
<b>Carrie Zaracotas</b>		<b>X</b>			
<b>Cathy Stienstra</b>			<b>X</b>		
<b>Chris Canellos</b>				<b>X</b>	
<b>Kermit Claytor</b>				<b>X</b>	
<b>Laura Fox</b>				<b>X</b>	
<b>Heather Grant</b>				<b>X</b>	
<b>Meredith Raney</b>				<b>X</b>	
<b>Eric Weiner</b>				<b>X</b>	
<b>Marc Tarpenning, WESD Board Liaison</b>				<b>X</b>	
<b>Numbers of members of each category</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>0</b>

## Recommendations and Assurances

### Woodside Elementary School

The Woodside Elementary School Site Council recommends this school plan and proposed expenditures to the WESD governing board for approval and assures the board of the following:

1. The school site council is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.
3. The school site council sought and considered all recommendations from the following groups or committees before adopting this plan (*Check those that apply*):
  - English Learner Advisory Committee (GRUPO Union)
  - Gifted and Talented Education Program Advisory Committee (GATE)
  - Safety Committee
4. The school site council reviewed the content requirements for school plans of programs included in this *Single Plan for Student Achievement* and believes all such content requirements have been met, including those found in district governing board policies and in the LEA Plan.
5. This school plan is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This school plan was adopted by the School Site Council at a public meeting on: **DATE**

Attested:

**Dr. Beth Polito**

Typed name of school principal

\_\_\_\_\_  
Signature of school principal

\_\_\_\_\_  
Date

**Chris Canellos**

Typed name of SSC President

\_\_\_\_\_  
Signature of SSC President

\_\_\_\_\_  
Date

**WOODSIDE ELEMENTARY SCHOOL DISTRICT - Agenda #3 – Item XII.G.**

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TO: Governing Board  
FROM: Beth Polito, Superintendent/Principal  
DATE: October 11, 2011  
SUBJECT: Superintendent/Principal's Goals for the 2011-12 School Year  
CLASSIFICATION:  Consent  Discussion  Action

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**DISCUSSION**

The Superintendent/Principal will present her 2011-12 goals to the Governing Board for approval.

**BACKGROUND INFORMATION**

Detailed information can be found on the following pages.

**BACKGROUND MATERIALS**

Yes  No      If yes:      Attached  Yes  No

**FINANCIAL IMPLICATIONS**

None at this time.

**Superintendent Goals  
2011-2012**

Dr. Beth Polito

**Timeline**

Goal Setting September 12 (Closed Session Discussion) and October 11 (Open Session Approval)

Mid Year Check In January 10 or January 17 (Closed Session Board Discussion, Discussion with Superintendent) Report out, action only

End of Year Evaluation and Compensation June 5 (Closed Session Board Discussion, Discussion with Superintendent) Report out, action only

Area of Responsibility	Goal	Action Item	Accountability Factor
Governance	Governance Team Development	<ul style="list-style-type: none"> <li>• Workshop re: roles and responsibilities</li> <li>• Work with new board (post election) re: governance team, problem solving protocol</li> <li>• Strategic Planning</li> </ul>	<p>November 2012</p> <p>January 2011</p> <p>January 10, 2012</p>
Teaching and Learning	Maintain and Improve upon Student Academic and Social/Emotional Success Staff Support and Training	<ul style="list-style-type: none"> <li>• Teacher and Classified Evaluation</li> <li>• Administrative Team Support</li> <li>• Social and Emotional Learning Program</li> <li>• Math Training</li> <li>• Literacy Program Review</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation Timelines/Standards Based Goal Setting</li> <li>• Recommendation for Administrative Team Organization</li> <li>• SEL 3 year timeline</li> <li>• Math Training schedule</li> <li>• Silicon Valley Math Initiative Membership</li> <li>• Exploration of ELA Mechanics Programs</li> </ul>
Finance	Ensure sound transparent and sound budget development	<ul style="list-style-type: none"> <li>• Refine Open Enrollment for Health Benefits Process</li> <li>• District Budget Committee Development</li> </ul>	<p>August 2012</p> <p>Meetings: September 26, October 24, November 21, January 23, February 27, March 26, April 16, May 7</p>

Facilities	Short and Long Term Facilities Plan	<ul style="list-style-type: none"> <li>• Development and Approval of Facilities Master Plan</li> <li>• Consideration of a Facilities and Technology Endowment Bond</li> </ul>	<ul style="list-style-type: none"> <li>• Plan Approved January/February 2012</li> <li>• Bond decision January/February</li> </ul>
Climate/Culture	Relationship Building with Staff and Parent Community	<ul style="list-style-type: none"> <li>• Ongoing communications</li> <li>• Shared decision making</li> <li>• Transparency</li> <li>• Responsive and timely to constituents</li> </ul>	<ul style="list-style-type: none"> <li>• Beth's Bulletin</li> <li>• Ebulletin</li> <li>• Staff Meeting Cycle (Mtg., Articulation, Training, Curriculum Development)</li> <li>• WTA bi-monthly trouble shooting</li> <li>• Ongoing communications</li> </ul>

# **Board Governance Calendar**

**October 11, 2011**

**Agenda #3 – Item XIV**

**Woodside Elementary School District**  
**Proposed Governance Calendar for the 2011-12 School Year as of 10/11/2011**  
*Subject to review and modification at each regularly scheduled School Board Meeting*

	August 23, 2011	September 12, 2011	October 11, 2011	October 25, 2011	November 8, 2011
<b>Governance Team Effectiveness</b>	<ul style="list-style-type: none"> <li>Review &amp; Approve Governance Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Review Board Committee Assignments</li> <li>Board Workshop- Roles and Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>CSBA Conference Discussion</li> </ul>		
<b>Setting Direction: Strategic Goals</b>	<ul style="list-style-type: none"> <li>Administrative Structure</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent's Goals</li> <li>Strategic Planning Timeline</li> </ul>	<ul style="list-style-type: none"> <li>Review Site Council Goals –Draft Single Plan for Student Achievement</li> <li>Supt Goals</li> </ul>		<ul style="list-style-type: none"> <li>Approve Site Council Goals – Adopt Single Plan for Student Achievement</li> <li>Review Strategic Planning Proposals</li> </ul>
<b>Student Learning: Curriculum, Instruction &amp; Assessment</b>	<ul style="list-style-type: none"> <li>Student Services Update</li> <li>Update from the Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent's Report- STAR/CogAT/API Results Presentation</li> </ul>			<ul style="list-style-type: none"> <li>Special Education Program Update</li> <li>Math Prof Development Update</li> <li>SEL Program Update</li> </ul>
<b>Fiscal Stewardship</b>	<ul style="list-style-type: none"> <li>Budget Update</li> <li>Preschool Update</li> </ul>	<ul style="list-style-type: none"> <li>Review Unaudited Financials</li> <li>GANN limit report</li> <li>Developer Fee Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Budget Update</li> <li>Debt Schedule Report</li> </ul>		<ul style="list-style-type: none"> <li>Budget Update</li> <li>Preschool Program Planning for 2011-12</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Personnel Update</li> <li>Tenure Teacher Celebration</li> </ul>				
<b>Policy &amp; Compliance</b>	<ul style="list-style-type: none"> <li>Williams Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>Board Policy Services</li> </ul>	<ul style="list-style-type: none"> <li>Williams Quarterly Report</li> <li>Instructional Materials</li> <li>CSBA Policy Service Presentation</li> </ul>		
<b>Study Sessions</b>					
<b>Facilities</b>	<ul style="list-style-type: none"> <li>Summer facilities project update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Master Plan Update and Timeline</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>		<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>
<b>Collective Bargaining</b>		<ul style="list-style-type: none"> <li>Set negotiations calendar</li> </ul>			<ul style="list-style-type: none"> <li>Sunshine Language</li> </ul>

**Woodside Elementary School District**  
**Proposed Governance Calendar for the 2011-12 School Year as of 10/11/2011**  
*Subject to review and modification at each regularly scheduled School Board Meeting*

	December 5, 2011	January 10, 2012 Board Retreat	January 17, 2012	February 7, 2012	March 6, 2012	April 3, 2012
<b>Governance Team Effectiveness</b>	<ul style="list-style-type: none"> <li>Board organization &amp; committee assignments (New Board)</li> </ul>	<ul style="list-style-type: none"> <li>Review &amp; Approve Committee Assignments &amp; Board Members Roles on Committee (New Board)</li> </ul>				
<b>Setting Direction: Strategic Goals</b>	<ul style="list-style-type: none"> <li>School Calendar 2012-13</li> </ul>		<ul style="list-style-type: none"> <li>Strategic Planning Timeline</li> </ul>			
<b>Student Learning: Curriculum, Instruction &amp; Assessment</b>	<ul style="list-style-type: none"> <li>Preschool Program for 2012-13</li> </ul>	<ul style="list-style-type: none"> <li>English Language Development Update</li> </ul>	<ul style="list-style-type: none"> <li>Update Fall Field trips 2012-13</li> <li>Technology Update</li> </ul>	<ul style="list-style-type: none"> <li>Schedule 2012-13 Planning</li> </ul>	<ul style="list-style-type: none"> <li>Science Update</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education Update</li> </ul>
<b>Fiscal Stewardship</b>	<ul style="list-style-type: none"> <li>Adopt 1<sup>st</sup> Interim Budget</li> <li>Financial Forecast for the 2012-13 Fiscal Year</li> </ul>		<ul style="list-style-type: none"> <li>Budget Planning 2012-13</li> <li>Review and approve Consolidated Application Part II</li> <li>Williams Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>Budget Planning 2011-2012</li> </ul>	<ul style="list-style-type: none"> <li>Adopt 2<sup>nd</sup> Interim Budget</li> </ul>	<ul style="list-style-type: none"> <li>Budget Planning 2011-2012</li> </ul>
<b>Human Resources</b>		<ul style="list-style-type: none"> <li>Review Status of Probationary and Temporary Teachers (closed session)</li> </ul>		<ul style="list-style-type: none"> <li>Accept Seniority List for Certificated Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Review Recommendations for Probationary and Temporary Teachers for the 2012-13 School Year (closed session)</li> </ul>	
<b>Policy &amp; Compliance</b>				<ul style="list-style-type: none"> <li>Accept Seniority List for Certificated Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Review Current Inter-district Transfers</li> </ul>	<ul style="list-style-type: none"> <li>Review Current Inter-district Transfers</li> </ul>
<b>Study Sessions</b>						
<b>Facilities</b>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Plan Update</li> </ul>
<b>Collective Bargaining</b>						

**Woodside Elementary School District**  
**Proposed Governance Calendar for the 2011-12 School Year as of 10/11/2011**  
*Subject to review and modification at each regularly scheduled School Board Meeting*

	May 8, 2012	June 5, 2012	August 2012
<b>Governance Team Effectiveness</b>	<ul style="list-style-type: none"> <li>• Review and Approve Board Election Information and Timeline</li> <li>• Review and Approve Board Meeting Dates for the 2012-13 School Year</li> <li>• Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Review &amp; Approve Governance Calendar for 2012-13</li> </ul>
<b>Strategic Goals Setting Direction</b>		<ul style="list-style-type: none"> <li>• Superintendent's Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Functional Analysis Chart</li> </ul>
<b>Curriculum, Instruction &amp; Assessment</b>		<ul style="list-style-type: none"> <li>• Review High School Placement Information</li> </ul>	
<b>Fiscal Stewardship</b>		<ul style="list-style-type: none"> <li>• Adopt Budget 2012-2013</li> <li>• Review and Approve Consolidated Application Part I</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Update</li> </ul>
<b>Human Resources</b>			
<b>Policy &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Williams Quarterly Report</li> <li>• Review Current Inter-district Transfers</li> <li>• Discussions for Negotiations 2012-13 (closed session)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions for Negotiations 2012-13 (closed session)</li> <li>• Review Current Inter-district Transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Williams Quarterly Report</li> </ul>
<b>Study Sessions</b>			
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Plan Update</li> </ul>
<b>Collective Bargaining</b>	<ul style="list-style-type: none"> <li>• Sunshine/Negotiations Areas</li> </ul>		