

**WOODSIDE ELEMENTARY SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD  
~ MINUTES AGENDA #6~**

**3:30 p.m.**

**December 5, 2011**

**Wildcats Rm. 39**

*Trustees:* Wendy Crandall, Rudy Driscoll, Kevin Johnson, Bettina Pike and Marc Tarpenning

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

*Staff & Guests:* Lee Appelbaum, Chris Canellos, Lisa Dayeh, Nicole Fernandez, Laura Fox, Elianne Frenkel-Popell, Tiffany Genasci, Melinda Johnson, Jeff Lea, Eucadio Martinez, Stacey McNamara, Joane Nelson, Mary Pinkus, Tracy Reilly, Emmalyn Shaw, Sheree Shoch, Cherie van der Molen, Sonja Virgallito, Ginger Waters, Steve White, Barbara Wood and Frank York.

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

The meeting was called to order at 3:38 p.m. by Wendy Crandall. Trustees Rudy Driscoll, Kevin Johnson, Bettina Pike and Marc Tarpenning were present at roll call.

**II. FLAG SALUTE**

**III. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**IV. OPEN FORUM**

Board President Wendy Crandall reported no action was taken in closed session. The following Board officers were elected for the 2012 year: Wendy Crandall was elected President; Marc Tarpenning was elected Vice President; and Kevin Johnson was elected Clerk.

**V. RECOGNITION**

The Trustees, administration and Nicole Fernandez, representative for Assembly members Rich Gordon and Jerry Hill, recognized outgoing Board members Ellen Ablow and Ginger Bamford, and new Board members Rudy Driscoll and Kevin Johnson. A short reception was held.

**VI. COMMUNICATIONS**

**Superintendent/Principal Beth Polito Comment**

Dr. Beth Polito congratulated Tracy Reilly for receiving National Board Certification. Dr. Polito and Trustee Marc Tarpenning attended an informative CSBA leadership conference in early December.

**Governing Board Comment**

Board President Wendy Crandall and the Trustees also congratulated Tracy Reilly.

**Comment from Employee Groups**

There were no comments from employee groups.

**Woodside School Student Council Comment**

Assistant Principal Steve Frank gave an update on Student Council activities.

**Woodside School Foundation Comment**

There were no Foundation comments.

## **Woodside School PTA Comment**

Coordinator of Student Services Katherine Peterson reported on a successful Parent Education forum on the K-5 Everyday Math program.

### **VII. CONSENT AGENDA**

On a motion by Bettina Pike, seconded by Rudy Driscoll, the following consent agenda items were approved by a 5-0 vote:

- A. Minutes from the meeting of November 8, 2011
- B. November 2011 Warrants and Payroll
- C. November 2011 Financial Statement

### **VIII. DISCUSSION/ACTION ITEMS**

#### **A. Transitional Kindergarten**

Superintendent/Principal Dr. Polito, Kindergarten teachers Stacey McNamara, Tracy Reilly, and Sonja Virgallito and Preschool teachers Lisa Dayeh and Cherie van der Molen gave a report on transitional kindergarten and presented a proposal for the 2012-13 school year. The team attended a workshop and visited the Palo Alto Young Fives program to gather information. The transitional kindergarten program is mandated by a state law that is changing the age at which children can begin kindergarten. Over a three year period the cut-off date will change from turning 5 years old by December 2<sup>nd</sup> to turning 5 by September 1<sup>st</sup>.

Each school must offer a transitional kindergarten year for students who turn 5 between September 1<sup>st</sup> and December 2<sup>nd</sup>. The program will start at Woodside School next fall and will also be available to students whose parents believe they would benefit from an extra year of kindergarten. It is a two year program: one year of transitional kindergarten and one year of traditional kindergarten.

The teachers reported on some key points about transitional kindergarten: the curriculum connects and supports the traditional K curriculum; teachers can support math, literacy, and language development; students can develop social and communication skills; and students benefit from academic and enrichment activities like art and drama. Recommendations were made for the daily schedule and curriculum for the 2012-13 school year. The teachers reviewed the differences between the 5 day preschool program and the transitional kindergarten program. An assessment process for preschool, transitional Kindergarten and Kindergarten will be developed by the administration and teachers. The proposed transitional K program will be on the January 17<sup>th</sup> Board meeting agenda for further discussion.

#### **B. Facilities Master Plan Update**

Dr. Bruce Thompson, Jeff Lea of Lea & Braze Engineering, and Steve White, BFGC-IBI Architects, gave an update on the development of the facilities master plan and the plan to prevent further erosion to the bank of Bear Gulch Creek.

Draft Facilities Master Plan:

Steve White and his team of engineering consultants have assessed the buildings and grounds and developed reports with recommendations in the areas of: electrical, civil, structural and mechanical. The Facilities Master Plan Committee has met every two weeks to review the findings of the consultants and to identify projects as a priority one or two. The emphasis is on roofing, creek bank erosion, security and safety, and compliance. The FMP Committee is ready to present the draft for Board review and

community comment. Based on the outcomes of this review the Committee will make modifications to the Plan and present it to the Board for a second reading at the January 17, 2012 meeting.

**Bear Gulch Creek Erosion Prevention Project Update:**

On Thursday, November 17 Jeff Lea of Lea and Braze Engineering led a biologist, geologist, Martinez and Bruce Thompson on a creek walk to determine the next steps in solving the creek side erosion problem. The goal of the walk was to find a cost effective solution to prevent further erosion for several years. The consensus from the experts was to leave the root ball in place where the tree fell from the bank into the creek last winter. Removing it would cause further de-stabilization of the bank. They also recommended the removal of the oak tree on the creek bank adjacent to the small field and keep its root ball in place; removal would cause further bank slippage. The recommended solution to prevent further erosion and to stabilize the bank is the placement of stitch piers at ground level at both sites. Stitch piers are driven into the ground to below the surface and act as a retaining wall. Once driven in they are not visible nor interfere with activities. Current vegetation would remain and more would be planted to further stabilize the bank. The preliminary estimated cost for this project is \$100,000. The next step is a soils test. The Trustees requested a breakdown of priorities based on necessity, along with associated time lines.

**C. Request for Supplemental Funds for Facilities Consultants**

On a motion by Marc Tarpenning, seconded by Rudy Driscoll, the Trustees voted 5-0 to approve a supplemental request of \$25,000 to support the work of consultants to complete the current work on the facilities master plan and creek erosion project. The \$25,000 includes \$6,250 for soils testing, \$5,000 – 7,000 in design fees for Lea & Braze, and additional work by Dr. Bruce Thompson and Steve White of BFGC-IBI Architecture.

**D. Board Committee Assignments**

The Trustees agreed on the following 2012 Board committee assignments:

District Budget Committee liaison – Wendy Crandall  
Facilities Committee liaison – Rudy Driscoll and Bettina Pike  
Foundation liaison – Wendy Crandall  
GATE Committee liaison – Marc Tarpenning  
GRUPO UNION liaison – Kevin Johnson  
JCOP liaisons – Wendy Crandall and Bettina Pike  
PTA liaison – Wendy Crandall  
Safety Committee liaison – Rudy Driscoll  
School Site Council liaison – Marc Tarpenning  
WSD/WTA Negotiations – Marc Tarpenning

**E. Strategic Planning**

Dr. Beth Polito presented three proposals for strategic planning services. The proposals are from Pivot Learning, WestEd, and Leading Resources. Dr. Polito will meet with Trustees Rudy Driscoll and Kevin Johnson to discuss what the District hopes to accomplish in the process and to review the proposals. The subcommittee will check references and school experience and expand to include other interested consultants.

**F. First Interim Budget 2011-12 and Financial Forecast 2012-13**

On a motion by Marc Tarpenning, seconded by Bettina Pike, the 2011-12 First Interim Budget was approved by a 5-0 vote. Robin Wasco, Chief Business Official, reported on changes in revenue and expenses since the budget adoption in June 2011. The first interim fund balance shows an improvement of \$7,882. Mrs. Wasco presented multi-year financial projections for 2012-13 and 2013-14 based on budget assumptions.

**G. Governing Board Retreat**

The retreat on Board member roles and responsibilities facilitated by Babs Kavanaugh, CSBA Consultant, has been scheduled for Thursday, January 12<sup>th</sup>.

**IX. BOARD MEMBER REPORTS**

A. Budget Committee liaison – *Wendy Crandall*

Committee members discussed the parcel tax, PTA and Foundation budgets at the last meeting.

B. Facilities Committee liaison – *Bettina Pike*

Item VIII.B. included a facilities report.

C. Foundation liaison – *Wendy Crandall*

Woodside School Foundation President Mary Pinkus gave an update on a successful Fall Campaign.

D. GATE Committee liaison – *Marc Tarpenning*

There was no recent GATE meeting.

E. GRUPO liaison

There was no recent Grupo Union meeting.

F. JCOP liaisons – *Wendy Crandall and Bettina Pike*

There was no recent meeting.

G. PTA liaison

The PTA will be hosting a forum on head lice.

H. Safety Committee liaison

There was no report.

I. School Site Council liaison – *Marc Tarpenning*

SSC met on Monday, November 14<sup>th</sup> and reviewed the California Distinguished Schools application process and the approved goals included in the 2011-12 Single Plan for Student Achievement. The discussion focused on the math goal, action steps, and math acceleration.

J. WSD/WTA Negotiations – *Marc Tarpenning*

The negotiating team meets on Tuesday, December 6<sup>th</sup>.

**X. BOARD GOVERNANCE CALENDAR**

The Administration and Trustees reviewed the Board governance calendar for the 2011-12 school year. A 2010-11 audit presentation was added to the January 17<sup>th</sup> Board meeting. 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.

**XI. ADJOURNMENT**

The meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Kevin Johnson