

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

2:00 p.m.

October 21, 2019

Wildcats Rm. 39

Trustees: Peter Bailey, Silvia Edwards, Jenny Hayden, Kevin Johnson and Jennifer Zweig

Administration: Steven Frank, Superintendent, Dr. Marta Battle, Student Services Coordinator, Lauren Petrea, Elementary School Principal, and Waly Ndiaye, Business Services Director

Staff & Guests: Victoria Bailey, Melissa Bowdoin, Scottie Durrett, Harlin Hansen, Julie Mandia, Jennifer Mitchell, Gillian Parkhurst, Cathy Stienstra, and Sandeep Tulachan

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 2:00 p.m. by Silvia Edwards. Trustees Peter Bailey, Jenny Hayden, Kevin Johnson, and Jennifer Zweig were present at roll call.

II. CONVENE TO CLOSED SESSION

The Trustees and Steven Frank adjourned to closed session at 2:00 p.m. to discuss the following items:

- A. Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9 of the CA Govt. Code
- B. Superintendent's Goals
- C. Personnel
- D. Inter-district Attendance Transfer Request – Govt. Code 54555

III. RECONVENE TO OPEN SESSION

The Governing Board reconvened to open session at 3:34 p.m.

IV. REPORT OUT OF CLOSED SESSION

Board President Silvia Edwards reported that ID transfer request #201920038 was denied.

V. FLAG SALUTE

VI. AMENDMENTS TO AGENDA

Board President Silvia Edwards announced that BP/AR 5117 are being pulled from the Board policy agenda item for discussion at the January Board retreat.

VII. OPEN FORUM

There were no comments at open forum.

VIII. SPOTLIGHT

5th grade teacher Gillian Parkhurst and students shared their design project carnival games.

IX. COMMUNICATIONS

A. Superintendent Steven Frank Comment

Mr. Frank mentioned that it has been successful keeping school open during recent power outages and San Mateo County communications regarding school closures.

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B. Governing Board Comment

There were no comments from the Trustees.

C. Comment from Employee Groups

There was no comment from WTA membership.

D. Woodside School Student Council

Student Council has been instrumental in the launching of the Middle School Bridge Program.

E. Woodside School Foundation Comment

There was no comment from the Foundation.

F. Woodside School PTA Comment

Garden fest was a successful PTA October event.

X. CONSENT AGENDA

On a motion by Jennifer Zweig, seconded by Jenny Hayden, the following consent agenda items were approved by a 5-0 vote:

- A.** September 17, 2019 Meeting Minutes
- B.** September 2019 Warrants and Payroll
- C.** September 2019 Financial Statement
- D.** Resolution #2020-02: Gann Limit (revised)
- E.** WTA_WESD Agreement Article 8: Hours of Employment
- F.** CA School Dashboard Performance Indicator
- G.** Safety Plan 2018_2019
- H.** Williams Quarterly Report

XI. DISCUSSION – ACTION ITEMS

A. Technology Report

Instructional Technology Coordinator Harlin Hansen reported on the District's network security audit and future technology needs. KIS Security Team performed a technology security review and found the District's risk level to be low for cyber threats. KIS made recommendations for improvements which will be implemented in an ongoing basis.

Mr. Hansen also reported on the age and replacement cycle of teacher and staff computers, as well as the replacement of student Chromebooks.

B. Governing Board and Superintendent Chats with the Community and Staff

Superintendent Steven Frank and the Trustees discussed topics, timeline and communication efforts around chats to be held during the 2019-20 school year. The following ideas were discussed:

- Two community forums: one in fall and one in spring. The first will be a discussion on campus safety and security on November 7th.
- Two Board member chats with teachers: December 4th and April 15th from 2:45-4:00 p.m. Topics to be decided.
- A joint annual Governing Board/Town of Woodside meeting in spring

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C. Strategic Planning Update and Governing Board Goals

Superintendent Steven Frank provided an update on the implementation, annual priorities, and progress on the five Strategic Plan Goals. The five goals are: 1) Focus on 21st century skills, 2) Invest in excellence, 3) Communicate the Woodside School advantage, 4) Connect with the community, and 5) Distinguish the elementary and middle schools.

D. Collective Bargaining Interests: Sunshine Intent to Bargain 2020-2021

The Governing Board accepted collective bargaining interests of the District and the Woodside Teachers Association regarding compensation, benefits, and contract language.

E. K-2 Phonics and Reading Program

Elementary Principal Lauren Petrea reported on the new Teachers' College Units of Study phonics program adopted for grades K-2 in the 2018-19 school year. Students are improving the transfer of their spelling knowledge into their writing skills. Ms. Petrea and 2nd grade teacher Debbie Faleschini attended the TC Phonics Institute and are sharing information with K-2 teachers.

F. Debt Schedule Report

Director of Business Services Waly Ndiaye presented the District's debt schedule report showing the current short and long term debt obligations by fiscal year. The District has one outstanding financing agreement for the modernization of facilities. The current 21 year \$2,600,000 financing will be completed in 10 years. Annual principal and interest payments are \$160,284. The final payment will be \$13,357 in July 2029.

G. Developer Fee Annual Report

Director of Business Services Waly Ndiaye presented the Developer Fee Financial Report for the 2018-2019 school year. The report includes the collection of revenue and expenditure of funds that are received from property owners as a result of new construction and/or expansion of existing dwellings.

The ending fund balance of \$98,239.83 as of June 30, 2019 can be used for facility projects and other improvements to the campus.

On a motion by Jenny Hayden, seconded by Jennifer Zweig, the Developer Fee Annual Report was approved by a 5-0 vote.

H. 2018-2019 Board Policy Updates

On a motion by Kevin Johnson, seconded by Peter Bailey, the March 2019 Board policy updates were approved by a 5-0 vote. BP and AR 5117: Interdistrict Attendance were pulled for further discussion.

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XII. BOARD MEMBER REPORTS

- A.** Budget Committee liaisons – *Peter Bailey & Jenny Hayden*
Budget Committee will meet on Dec. 4th.
- B.** DELAC Committee liaisons – *Jenny Hayden & Kevin Johnson*
The DELAC Committee will meet on Oct. 28th.
- C.** Foundation liaisons – *Silvia Edwards & Jennifer Zweig*
Foundation members discussed an additional donation to the District.
- D.** JCOP liaisons – *Silvia Edwards & Jennifer Zweig*
JCOP meets on Oct. 22nd.
- E.** Negotiations liaisons – *Peter Bailey & Silvia Edwards*
President Silvia Edwards reported on the first negotiations discussion regarding sunshine letters.
- F.** PTA liaison – *Silvia Edwards & Jennifer Zweig*
Trustee Jennifer Zweig reported on the PTA garden fest and Riveropolis.
- G.** School Site Council liaisons – *Peter Bailey & Jenny Hayden*
School Site Council members formed sub-committees for each strategic goal and discussed ideas for the 2019-20 parent surveys.
- H.** WIDC liaisons – *Jenny Hayden & Kevin Johnson*
A recent WIDC dinner meeting in East Palo Alto was well attended and several topics were discussed with parents in attendance.

XIII. CORRESPONDENCE

- A.** The Trustees accepted a letter from the San Mateo County Office of Education certifying approval of the 2019-20 LCAP and adopted budget.

XIV. COMMUNICATIONS DISCUSSION

October 21st Board meeting highlights to communicate include:

- 5th grade design project
- Technology report
- K-2 phonics report

XV. BOARD GOVERNANCE CALENDAR

Future additions:

- Nov. 12 – campus safety and security
- Nov. 12 – community forum discussion
- Dec. 10 spotlight – K-2 phonics update
- Jan. Board retreat – parent survey

XVI. ADJOURNMENT

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Jenny Hayden