



Citizens Advisory Committee

Minutes of October 12, 2016 Meeting

CAC Members present: Peggy Alreck-Anthony, Ganesh Balgi, Nancy Boyle, Zongbo Chen, Julie Darwish, Benaifer Dastoor, Kevin Du, Leonardo Flores, Mo Fong, Shirley Frantz, Carol Gao, David Heinke, Jason Heskett, Roger Hewitt, Maria Jackson, Mori Mandis, Jenny Martin, Gail Marzolf, Daniel McCune, Wes Morse, David Nishijima, Amit Raikar, Jena Rajabally, Terri Shieh-Newton, Uma Sriram, Mark St. John, Miko Otoshi, C.S. Prakash, Sandi Spires, Liming Wang, Elaine Zhang, Yanping Zhao

CAC Members missing: Samy Cherfaoui, Anusikha Halder, Emmanuel Muriuki, Shivangi Sharma, Prabtiha Sriram

Support staff present: Facilitator Minh Le; Superintendent Polly Bove; Assistant Superintendent Trudy Gross; Associate Superintendent Graham Clark; Director of Business Services Jason Crutchfield; Communications Coordinator Rachel Zlotziver; and Transcriber Aurelio Rivera

Topic	Summary
Welcome	<p>Facilitator, Minh Le, called the meeting to order at 6:06 pm</p> <p>Minh Le reminded everyone that this was the definitive meeting of the Community Advisory Board (CAC) for members to reach an agreement regarding language that would accompany the decision they made in the last meeting on 9/28 (refer to handout).</p>
Nominations for Changes to current Language Options or New Language Options	<p>Minh introduced the three language options that were developed after the last meeting for the purpose of allowing CAC members to indicate their feelings regarding the likelihood of the requirement of boundary change in the future. They were:</p> <p>L1. “We believe that the enrollment decline will become more serious in the future, and recommend that after several years of the temporary measures, district management and the Board should proceed with a boundary change for the Lynbrook High School area.”</p>

L2. “If the intra-district transfer measures are not effective in stabilizing enrollment for Lynbrook High School, or if they produce unacceptable consequences for our schools, CAC members acknowledge the fact that district management and the Board have the authority and the responsibility to consider more definitive solutions, which may include a boundary change.

L3. “There is hope that the transfer measures recommended by this committee will successfully stabilize enrollment for Lynbrook High School in the next few years. Naturally, it would be wise for all stakeholders to continue to monitor the situation, and for district management and the Board to inform and communicate with the community about any progress or lack thereof, and address any enrollment challenges in an open and collaborative way with community members.”

Committee members then suggested changes to the enrollment stabilizing language options: L1, L2 and L3.

- A member suggested that "within 2 to 3 years" be added to the L1 language option.
- A member suggested adding to the L2 language option "or continue to be required to stabilize enrollment at Lynbrook High School beyond 2020...."
- A member suggested that instead of “boundary change” the committee should use the term “boundary expansion”; Polly added that the CAC should be clear what attendance area the expansion was for so that there would be no misunderstanding.
- A member suggested that “to our schools” be deleted from L2 language option to include undesirable consequences to schools and programs.
- A member suggested that in L3 language option, “every year” should be included to indicate an annual frequency to monitor and communicate the situation.

After about 45 minutes of discussion and clarification of the suggestions, by a show of hands, the above suggestions were adopted for the proposed language options.

	<p>A member asked about the final report and Minh answered that the 10/12-page report being drafted currently would include this language, and the three-page document that CAC members had been viewing and commenting on. The final report would also be shared with all CAC members for comments and suggested changes. This longer report will rely on actual findings and decisions from each of the previous meeting reports.</p> <ul style="list-style-type: none"> • A member asked if another CAC would be required again in future years. Minh indicated that with the communication activities that the committee was recommending, the information and understanding gap with community members would gradually be reduced, and that we could hope that there would be less need over time to have to convene another CAC. • Polly Bove replied that she wanted to be able to invite these CAC members to meet again in a year to review enrollment information current at that time and evaluate progress.
<p>Advocacy for Language Options</p>	<p>After about 15 minutes of advocacy, a vote was held to determine CAC members' preferences for L1, L2, or L3.</p>
<p>Voting for Language Options</p>	<p>Voting was done by paper ballots. As previously agreed, no names would be reported in voting except for those who specifically wrote their names on the ballots (reference handout)</p> <p>Option 1: L1- 11 votes (Jason Heskett) Option 2: L2- 11 votes Option 3: L3- 8 votes (Kevin Du, CS Prakash, Amit Raikar)</p> <p>The language options and the vote results will be incorporated in the final report.</p>
<p>Stating of Votes for up to three members who abstained last time</p>	<p>Minh gave the three members who abstained in the last meeting an opportunity to state their vote now that the language had been clarified. He made clear that this was not a re-vote, and the vote results of the September 28 meeting were not going to be changed. As a gesture to be inclusive of these three members they would be invited to state what their vote would have been had the language been resolved the way it was tonight.</p> <p>Daniel McCune indicated that he would not have changed his original vote, which was for Proposal B. After the meeting Minh followed up with the other two abstainers. One would have voted for Proposal A and the other Proposal D.</p>

<p>Communication Sub-Committee duties and Responsibilities, and Nominations</p>	<p><u>Communication Sub-Committee Duties and Responsibilities</u></p> <p>Minh addressed the requirement for the CAC to communicate to the public and the decision makers regarding the work of this committee, its findings and recommendations, including how its members had reached their conclusions as a group. This was not about stating each member’s personal opinions or beliefs, but the committee’s collective position, whether there was a strong agreement, or a split decision. It was important to have a small group of CAC members who would serve as elected representatives of this committee, to be the CAC’s communication sub-committee.</p> <p>He suggested that the ideal members of this sub-committee would be those who had consistently shown the most balanced and inclusive perspective in discussions through the last five months. He added that these representatives would be speaking on the behalf of the committee and would refrain from speaking for themselves. The final committee report would be the standard “script” for these sub-committee members.</p> <p>One of the responsibilities of the sub-committee members would be to take all the findings of the CAC over the last 5 months and find ways to communicate them to the community at-large. This communication sub-committee would be the CAC’s spokespersons at the Board meeting to deliver the CAC’s report and recommendations.</p> <p>The communication sub-committee would draft messages and communication strategies to recommended to district and school administrators.</p> <p>A member suggested having representatives from each of the attendance areas and Minh agreed but added that this was up to the CAC members to determine in who they nominated. Nominees were free to decline for any reasons. Several nominees needed time to think about their decision, and after a few minutes communicated their acceptance or decline of nomination.</p> <p>Nominations for sub-committee members:</p> <ul style="list-style-type: none"> ● Liming Wang (LHS) was nominated and declined ● Benaifer Dastoor (CHS) was nominated and accepted nomination ● David Nishijima (LHS) was nominated and declined ● Ganesh Balgi (FHS) was nominated and accepted nomination ● Mark St. John (CHS) was nominated and declined ● Terri Shieh-Newton (LHS) was nominated and accepted nomination ● Kevin Du (LHS) was nominated and accepted nomination
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	<ul style="list-style-type: none"> ● Carol Gao (HHS) was nominated and declined ● Gail Marzolf (HHS) was nominated and declined ● Mo Fong (MVHS) was nominated and accepted nomination ● Mori Mandis (LHS) was nominated and declined ● Shirley Frantz (HHS) was nominated and accepted nomination ● Jena Rajabally (LHS) was nominated and accepted nomination ● David Heinke (FHS) was nominated and declined
<p>Voting for Communication Sub-Committee members</p>	<p>A member commented that the sub-committee should include the voice of the committee as a whole, and that the CAC should have a rehearsal to listen to what the sub-committee has prepared for the Board report and recommendations. The CAC meeting scheduled for October 26 was still on the calendar and could be used for this purpose by the communication sub-committee.</p> <p>There was some discussion whether 7 representatives would be a good number or should be smaller, i.e. 5 representatives. All 7 nominees were asked if they would be comfortable working in a sub-committee of 7 rather than 5, and all indicated that 7 would be fine with them.</p> <p>Seven nominees: Benaifer Dastoor (CHS), Ganesh Balgi (FHS), Terri Shieh-Newton (LHS), Kevin Du (LHS), Shirley Frantz (HHS), Jena Rajabally (LHS), Mo Fong (MVHS).</p> <p>A motion was made to adopt and accept all 7 nominees, and it was seconded. Minh asked for a show of hands, and the above 7 people were elected by the CAC to the communication sub-committee unanimously. The vote count was 24/30, as 6 of the 7 nominees did not vote. It was then pointed out that the one nominee had raised his hand in error, and the vote count was adjusted to 23/30.</p>
<p>Preparing for report and Recommendations at Board meeting: timing, logistics, preparations, agreements, assignments</p>	<p>Polly Bove reviewed possible dates to have the Board meeting where the CAC report and recommendations would be presented.</p> <ul style="list-style-type: none"> ● 10/25/2016 ● 11/9/2016 <p>She stated that Wednesdays were reviewed as that has been the CAC day of the week however October 26 was not an option due to a public event that Board and staff needed to attend. She emphasized the November 9 was not proposed because it was after the election and confirmed that the board members who would be voting on November 7 would be the same board members who would be voting on November 9 as new board members are not seated until December.</p>

A Study Session of the Board would be held 11/9/16 at 6:15pm; in the Study Session the Board will meet with staff and the 7 members of the communication sub-committee. All CAC members will be invited and the meeting is open to the public.

- The Board will want to ask staff for clarification about anything that may show up from past CAC meeting notes, reports or presentations.
- They may do so at the regular Board meetings on either the 18th of October or the 8th of November, as well as during the Study Session on the 9th of November.
- The communication sub-committee should have their presentation ready no later than November 4th and the materials will be sent out to the Board via courier and will be posted on our website for public review.
- A Study Session is different than a regular Board meeting. It is meant to be a discussion; there will be a presentation from the sub-committee but the Board will get to ask questions and the sub-committee will answer, like a dialog.
- The Board will then construct a resolution regarding how they reach their decision; Ed Sklar, the attorney representing the district, will be present that day to address legal aspects that may arise.

What will happen after the 11/9 Study Session?

- On 11/15/2016 the regularly scheduled Board meeting will include the Board's decision.
- There is a challenge to figure out of how to address the needs of people not attending on November 9th but showing up on November 15th and asking many questions because they have not seen the presentation on November 9th.
- Polly Bove clarified that the Board will be listening but can't comment/respond to public comment on 11/15.

Logistics of the meeting

- A member suggested having enough room for a few hundred attending the meetings.
- A member recommended holding the Study Session at Fremont HS as a neutral venue, while another member suggested holding at Lynbrook High School to maximize the goal of engaging the LHS community and ensure that they understand the rationale for the decision making process.

Polly Bove asked CAC members to provide a forecast of how many community members they thought would want to attend on November 9.

The 10/12-page final committee report time table:

- October 19 Google doc will be provided to the CAC members

	<ul style="list-style-type: none"> ● October 23 will be our deadline to get final feedback from CAC members ● October 28 will be the deadline for the finalized version of the report <p>The October 26th meeting is on everyone’s calendar and Minh will leave it on the calendar for the Communications Sub-Committee to meet with CAC members and share the Board presentation. After the meeting adjourned, communication sub-committee members began to meet and coordinate their activities. They agreed to set a sub-committee meeting on Wednesday evening October 19 at 7 pm. They also invited all community comments and suggestions to be sent to CAC2016@fuhsd.org.</p>
Wrap Up	<p>Minh thanked all CAC members for their dedication and hard work over the last 5 months, and CAC members joined him in recognizing the Superintendent and the district team for their consistent support. The CAC members also recognized the constructive critical role Minh played in managing and coordinating the CAC process to lead to a reasonable outcome.</p>
<p>The official meeting ended at 8:30pm</p>	