



Citizens Advisory Committee

Minutes of May 25, 2016 Meeting

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

CAC Member absent: Emmanuel Muriuki

Support staff present: Facilitator Minh Le, Superintendent Polly Bove, and Communications Coordinator Sue Larson

Topic	Summary
Welcome and Introductions	Facilitator Minh Le welcomed the members to the first CAC meeting and invited people to introduce themselves to the CAC and to provide a bit of information about their background, passions, and hopes for the CAC.
Question and Answer Session with Superintendent Polly Bove	<p>Minh stated that several members of the CAC have previously suggested to him that it would be helpful for the CAC to be able to speak directly with FUHSD Superintendent Polly Bove and to have the opportunity to ask her questions about FUHSD in general and CAC in particular. Polly was happy to accommodate this request and the following questions were asked (A summary of Polly's responses are italicized):</p> <ul style="list-style-type: none"> <p>Minh Le has been described as being an independent facilitator, but how independent is Minh's role? <i>It is important to me, and to the FUHSD Board, that Minh is truly independent and operates independently. It would be counterproductive to proceed in any other manner.</i> (Minh provided additional information in response to this question and corroborated that he operates independently and was solely in charge of selecting the CAC members. The selection of committee members was a rather imposing responsibility and Minh asked for and was given approval to seek the oversight of a retired independent judge to review the process and member selection methodology.)</p> <p>Can you tell us how you define the best school and the best school district? <i>Best means different things to different people. One example of how FUHSD has handled a situation in what I would consider to be the best manner is the revamping of the process concerning students who have been expelled from a FUHSD school. Previously, these students were sent to a distant Santa Clara County school for expelled youth and the graduation rates and success stories were rather dismal. However, we took a different approach and developed our own FUHSD Community School to provide expelled students with better support and new opportunities. Just today, students from the FUHSD Community School participated in a poetry reading in which they shared poems that exemplified how they can change and grow to be successful despite their prior poor choices and the poems reinforced their commitment to persevere and thrive. As a result, I think that we have the best</i></p>

Community School. And, I believe that we will continue to strive to build the best educational experience for all students in our District.

- At a recent FUHSD Board meeting a community member suggested that it would be a good idea to get a second opinion about the enrollment projection report from Tom Williams, the demographer that FUHSD uses. Will FUHSD consider using a different demographer or is that subject closed?

There are very few demographers that specialize in providing enrollment projections for schools and we have not been successful in finding another demographer who really knows this area from whom to seek a second opinion. Tom Williams has an impressive track record of supplying accurate enrollment projection data to FUHSD and an added bonus is that he also works with our two feeder school districts so he has direct access to their current student enrollment data. However, I understand that others may feel differently about Mr. William's reliability. What certainly is on the table is for the CAC to thoroughly review Tom's enrollment projections, better understand his process and methodology, and to learn about how FUHSD uses those projections to make decisions. If that review reveals that it would be better to find another alternative source from which to obtain enrollment projections we can certainly pursue that. We know that Mr. Williams is very willing to work with the CAC and to provide information that will be helpful to the committee.

- What is the focus of the CAC? Is our goal to stabilize enrollment at Lynbrook High School and/or to reduce enrollment at Cupertino High School?

The CAC will have an opportunity to look at and consider the enrollment throughout FUHSD. Included in that review is attention to the declining enrollment at Lynbrook High School, which is also a concern for the elementary and middle schools that feed into LHS.

- What are the negative consequences of declining enrollment?

As student enrollment declines, there are fewer students and this translates into fewer classes and also fewer courses. This situation results in diminished choices and reduced options for students. The Board and FUHSD are dedicated to offering a comprehensive high school experience to our students and we want to be supportive of that commitment.

- If FUHSD is funded by the community and property values are increasing then why should a decline in enrollment at Lynbrook High School matter? The school has the funding so why is there a problem?

Funds that FUHSD receives are spread throughout the whole district and to each of our five high schools and schools receive funding based upon the number of students at a school. Fewer students at a school result in fewer funds for that school. Speaking of increased property values, you may be surprised to learn that we have been told that it is actually the Sunnyvale area that has the highest increase in property values. If we spent increased property taxes where they were raised, then we would be spending more money at high schools in Sunnyvale because that's where the property values have increased the most.

- We now have this committee, and the CAC will make a suggestion, but then what happens after that? What is the process?

The recommendation of the CAC will be presented to the FUHSD Board of Trustees for their consideration and deliberation. Meetings of the Board of Trustees are open to the public so this recommendation will take place in a public setting. It is possible that after the presentation that the Board may ask for additional information to more

	<p><i>deeply understand the CAC's recommendation. However, it is the Board that will eventually make a decision about enrollment and I know that they will be eager to receive the recommendation from the CAC.</i></p> <p>Minh concluded this section of the meeting by suggesting that if the CAC would like to have the Superintendent available for questions at each CAC meeting that can certainly be arranged.</p>
Purpose of CAC	<p>Minh reviewed the purpose of the CAC which is to study the enrollment needs of the FUHSD and all its aspects, and to provide a report and findings in order for the FUHSD Superintendent and Board of Trustees to make decisions for implementation in the 2017-2018 school year. While doing this work, the committee will also promote accurate and constructive communication of information, alternative solutions, and conclusions to the larger community. A CAC goal is to establish a foundation of openness, communication, and trust that will be helpful in addressing similar challenges in the future. Minh suggested that an additional goal could be for CAC members to be attentive to the manner in which the CAC work is conducted and to operate in such a way that the students for whom we are working would be proud of our efforts and behavior, and that the CAC would conduct their business with integrity, respect, and collaboration. Furthermore, Minh added that some in the community have suggested that some future version of the CAC take on a more permanent role in providing community perspectives and assistance to the Superintendent and Board.</p>
Methods	<p>Minh distributed a document that summarized the ten CAC meeting dates and his proposal for the focus of each of those meetings.</p>
Role of CAC Sub-Committees: Communication Sub-Committee	<p>To expedite efficiency and expand communications, Minh suggested that the CAC consider forming several sub-committees to address committee needs that could best be done by a smaller group of people.</p> <p>The first suggestion was for the establishment of a Communications Sub-Committee charged with reviewing the CAC meeting minutes to insure that the report is accurate and constructive prior to publication of the minutes. One possible plan would be for the Communications Coordinator to prepare a draft of the meeting minutes by noon following the meeting date which would then be reviewed by the Communications Sub-Committee by noon of the next day resulting in the updated minutes being published on the FUHSD CAC website within two days after the meeting. A variety of opinions were shared in response to this plan that included a concern that the Communications Sub-Committee would wield too much power in overseeing communications, a suggestion that each of the CAC members be given the opportunity to review the meeting minutes prior to publication, and a question with regard to who would reconcile disputes if there was a difference in opinion about an aspect of the meeting minutes. A consensus emerged that, at least for the minutes for this first meeting, that the draft of the meeting minutes will be placed in the CAC Google Drive by noon on Thursday, May 26. All members of the CAC would then have the opportunity to review the draft and forward any comments about inaccurate or missing information by noon on Friday, May 27 to Sue Larson, the FUHSD Communications Coordinator (via CAC2016@fuhdsd.org). It was agreed that Minh would arbitrate any differences in opinion about any aspect of the meeting minutes. The finalized minutes will be posted on the FUHSD CAC website later on Friday, May 27 or by Saturday, May 28. A decision about the formation of a Communications Sub-Committee was deferred to a future CAC meeting.</p>

	<p>The question of how to best distribute the meeting minutes was also discussed. Although the meeting minutes will be included on the FUHSD CAC website, some CAC members suggested an expanded distribution to ensure that community members had access to the information. This distribution might also include sending a SchoolLoop message to the parents of FUHSD students, forwarding the information to our feeder school districts for further dissemination, or other distribution methods.</p> <p>The process by which input from non-CAC members would be collected and reported back to CAC members was discussed. At this time, the Communications Coordinator will be responsible for collecting, consolidating, and sharing the input received from emails sent to the CAC email address (CAC2016@fuhsd.org). CAC members were encouraged to forward input received to the CAC email address, and to suggest the same process to others who would like to share their thoughts with the CAC. A consolidation of this input will be tabulated and added to the CAC Google Drive. In addition, documents shared at CAC meetings will also be uploaded to the CAC Google Drive and uploaded to the FUHSD CAC website.</p> <p>Some wondered if it would be productive to translate CAC information into different languages. Polly suggested that this is a good point to consider and she will ascertain if this is a possibility and how it would be accomplished.</p> <p>Because the CAC is not subject to the requirements of a Brown Act committee, the CAC meetings are not open to the public. However, Minh reminded the CAC that the way that we become transparent is through a robust communication process and he suggested that the CAC might want to consider opening a future CAC meeting to the public.</p> <p>A CAC member asked about the fiscal impact upon FUHSD for the cost of the CAC operations. Polly confirmed that we would be able to ascertain these costs, as there is a specific accounting of CAC expenses. FUHSD staff does not receive overtime pay for their work with the CAC although costs may be incurred for translation and other CAC tasks.</p>
<p>Role of CAC Sub-Committees: Enrollment Projection Data Sub-Committee</p>	<p>Another sub-committee that Minh suggested that the CAC consider creating could be devoted to learning more about enrollment projection data and he confirmed that demographer Tom Williams is very willing to share information about his data, process, methodology, and projections with the CAC. Minh recommended that five people would be a good size for this sub-committee.</p> <p>Minh asked for nominations for the Enrollment Projection Sub-Committee and the following names were submitted: Kevin Du, Roger Hewitt, C.S. Prakesh, Mark St. John, and Liming Wang</p> <p>Prior to arriving at a consensus about the sub-committee composition, a discussion ensued and some CAC members wondered if CAC members that were not on the sub-committee could be privy to Tom’s presentation and have access to the data/information that he will share with the sub-committee and Minh suggested that this would</p>

	<p>be possible.</p> <p>While some CAC members felt that the role of the sub-committee would be to examine the factual data to determine what’s really happening with the movement of people in and out of an area, others suggested that it would be beneficial to independently recreate aspects of the data collection and analysis to verify the demographer’s projections. Because some community members have questioned the integrity and accuracy of the demographer’s enrollment projections, It was shared that some LHS community members have already begun to collect data in order to compare it with the demographer’s analysis and assistance may be needed to continue with those efforts. For some in the community, the issue is not just that there is an enrollment decline, but a greater understanding is needed concerning the degree of a decline because that will help to inform the solution that is recommended by the CAC.</p> <p>Some wondered if rather than the demographer making an initial presentation to the Enrollment Projection Sub-Committee, that it would be preferable to have the presentation made to the entire CAC. The benefits of having the sub-committee challenge the data collection and analysis – in essence to vet the presumptions and processes – was highlighted in order to not only have the sub-committee gain a deeper understanding of the enrollment projection process, but to enable Mr. Williams to make a stronger and more complete presentation to the whole CAC. Ultimately, each member of the CAC needs to understand the demographer’s assumptions and agree that they make sense and are proper and reasonable.</p> <p>At the conclusion of the discussion regarding the Enrollment Projection Data Sub-Committee, there was agreement that the five nominations for this sub-committee were approved.</p>
CAC Expectations of Behavior	<p>Several questions arose about the expectations associated with membership in the CAC.</p> <p>One concern was about the kind of communication that would be allowed regarding what occurred at CAC meetings. Members wanted to feel safe about participating on the CAC and didn’t want to be specifically identified or villainized within the community or on social media platforms because of things that were said at CAC meetings. Some wondered if the CAC meeting minutes would report a vote that was taken by count rather than by name.</p> <p>Minh stated that certainly CAC members could share CAC updates with their neighbors and community members and suggested that the best way to do so would be to refer to the CAC meeting minutes. This would provide for a consistent message throughout the community. Minh reminded us that there may be times that we argue and disagree but we want to avoid personal attacks because it is important to stay worthy of the trust of the students that we serve. Minh also suggested that if CAC members need any assistance in sharing CAC updates or providing information to their community organizations that he, Polly or other staff would be able to come to those meetings and answer questions and provide information.</p> <p>A committee member suggested that in order to continue to build relationships and trust it would be a good idea to sit next to different people at each meeting.</p>

	<p>With regard to sharing the email addresses of CAC members with people outside the CAC, Minh counseled that this would not be a good idea. He apologized for his unintentional error in including CAC email addresses in a previous email to the CAC.</p>
Future CAC Meetings	<p>Minh confirmed that the next two CAC meetings – June 8 and June 22 – will be focused on learning more about FUHSD funding, budgeting, enrollment matters, and other FUHSD areas so that CAC members have a clear understanding of the principles and practices involved in the administration of FUHSD matters. The CAC will not meet in July and in August the CAC will take a closer look at enrollment projection data and options for managing enrollment to be followed by meetings that will focus on developing solutions and arriving at a consensus.</p>
Meeting Conclusion	<p>The meeting concluded with Minh thanking the participants for their participation and dedication and a confirmation that he looks forward to working together toward CAC goals. The Enrollment Projection Data Sub-Committee met briefly to coordinate their calendars and to confirm a meeting with demographer Tom Williams on Saturday, June 4 from 1 – 3 pm at the FUHSD District Office.</p>