

Draft Minutes of Long Range Planning Committee Meeting on June 26, 2007

1. Committee convened shortly after 5 pm and began discussions.
2. All members were present except for Eric Abrams who participated by phone.
3. Subcommittee Reports
 - a. Supply Subcommittee**
 - The Supply Subcommittee discussed its initial analysis of work to date. They have evaluated number of rooms at the school, their current use, and scheduled uses for 2008. Active discussion about how we define the capacity of the room with strong feelings expressed by some committee members that it should be based on the educational needs of the grade occupying the classroom and not on factors like fire codes and bathroom requirements. General recognition that code requirements are important for safety but desire to disconnect those from what a classroom can handle. Response from subcommittee was that reliance on codes was not intended to reflect a suggestion that the number of students permissible under a code is an appropriate “capacity” for a room.
 - School staff expressed strong statement that K-1 needs to be 20 per class due to the age of the kids and that it is not until 3rd or 4th grade that they are really able to handle a higher number (like 30) in a classroom.
 - Discussion of whether a space planner could give us better ideas about using the classroom space we have. One subcommittee member reported that there was interest by two groups (one with Harvard extension) in assisting us pro bono but due to summer, the timing would not work. It was discussed that perhaps this could be a continuation project for the Fall. Benefit of space planners is that they don’t come with a preconceived notion of how a space should be used based on historical practice.
 - Discussion that asking for another building/facility will be difficult given that Oakland just passed a bond measure and the money there has been allocated.
 - Question was raised regarding looking at other nearby OUSD facilities, such as school on Broadway Terrace. Best practices subcommittee indicated that they had taken this on.
 - One subcommittee member had been tasked with interfacing with the district re the district’s plans to deal with the enrollment issue for at least 2008-2009. After significant effort, it was learned that OUSD has formed an Office of School Portfolio Management effective July 1, 2007 and that there is a committee working on boundary adjustments for the 2008-2009 school year. The goal is to complete this process by year end.
 - Discussion that the data on who might be enrolling at Hillcrest in coming years could be good basis for assisting district in boundary adjustments so that they can make the most informed decision possible.
 - Agreement that committee members would send the Supply Subcommittee follow up questions for the district staff re this effort and other plans. Supply Subcommittee will continue the dialog.

b. Demand Subcommittee

- Report on results of existing student survey. We received 272 responses out of 328 potential responses – over 80%.
 - Responses were remarkably candid.
 - Survey results were passed around. General conclusion was that families would really like to stay at Hillcrest as long as possible. They will leave if class size becomes too large or based on other factors. Class size was specifically mentioned in response to open-ended question in 151 responses and K-8 model was mentioned in 50 responses.
 - Some graphical representations of the results will be posted on the website.
 - Subcommittee presented the extensive work done to develop a methodology and format to assess the incoming classes for the next 3-5 years.
 - Committee recognizes that the data will not be 100% reliable but it should at least give a lower bound of who might be attending. The process is not to “cold call” any house but to ask members of the community to volunteer to cover blocks and fill in the data they either already know or ask their friends/neighbors on the block.
 - Very limited information is being requested: whether there are school age children in a house, if they already attend Hillcrest, if there are pre-K children living in the house, what year they would enter K, and whether the parents intend to apply/attend Hillcrest.
 - The Committee approved the survey approach and agreed to solicit volunteers at their caucus meetings to begin collecting information.
4. Next meeting July 10, 2007.