

**Minutes of Hillcrest Long-Range Planning Committee Meeting  
May 29, 2007**

- 1. Meeting started at 7 p.m.** All committee members were in attendance.
- 2. Members of the committee introduced themselves.**
- 3. Initial discussion of challenges and opportunities for Hillcrest followed by discussion of goals of the committee.**

Principal Rothenberg provided initial background on how we came to this place. She explained that the new building was not intended to accommodate new and expanded enrollment but rather to relieve a severe space problem that existed at the school for many years. Children were being tested by resource specialists in the hallway, there were up to 20 kids trying to learn computer skills in the former nurse's office, *etc.* She explained that the current structures limit Hillcrest's student population and that the yard size also limits the number of students that can be at the school. Confirmation from Beverly and Denise Saddler that Hillcrest is an impacted school. Beverly establishes that while K theoretically can go to 27 per class, the state mandates that in first and second grade, there should be no more than 20 per class, which prevents such large class sizes at the K level.

Denise Saddler explained that all of the schools in the hills are now at their enrollment limits. She noted that Chabot is at 480, and they hope to build a new building to replace some of their outdated portables, and will not go above 480. Also she noted the OUSD philosophy and history of "small schools."

- 4. Committee reached general consensus that it made sense to define goals after a brief initial data gathering period.**
- 5. Data Gathering Needs Identified and Subcommittees Formed:**
  - Demand Issues Subcommittee – Shannon Broome, Sally Ann Friedman, Steven Raphael, Simon Cawley
    - What is the expected number of students that will seek to enroll in kindergarten at Hillcrest in the coming several years?
    - What are the intentions regarding current families at school in terms of remaining or not at Hillcrest and, if they expect their children to leave before 8<sup>th</sup> grade, at what grade would that occur?
  - Supply Issues Subcommittee – Lovella Barney, Maryann Piette, Neal Finkelstein, Darcy Brown-Martin, Elsie Mallonee
    - Quality of education provided.
    - Space/facility utilization.
  - Best Practices on Communication, Managing Enrollment and Education Quality Subcommittee – Looking at how other districts have handled communications to incoming K families about enrollment process and

potential to be diverted to other schools and how they have managed enrollment issues at impacted schools. Also looking at best practices for learning environments for K-8 schools. – Tom DaSilva, Eric Abrams, Jose Blackorby, Charles Pelton

## **6. Timeline and Organizational Issues**

**A. Final Report Due Early September** – Denise Saddler established that a final report from this group needs to be completed by early September in order to be ready for October/November Board meetings.

**B. Future Meetings** – The Committee will meet every other Tuesday for the duration. A speaker phone and conference call capability will be established to allow people who are out of town for work or vacation to dial in to meetings.

- **Action Item** – Beverly to coordinate speaker phone availability and set up in the meeting room and Charles Pelton to arrange for conference line for those who have vacation or work travel plans. Shannon Broome indicated that if needed, the PTA would cover the cost of the conference line.

- **Meeting Schedule**

- June 12
- June 26 – Caucuses to meet this day also with their representatives.
- July 10
- July 24 – Tentative date for an open forum meeting. May need to be moved to August.
- August 7
- August 21
- September 4
- September 18 (as needed)

**C. Chair** – Eric Abrams selected by consensus as chairperson for meetings and communications.

**D. Recording** – Shannon Broome agreed to be notetaker, minutes generator and poster.

**E. Subcommittee Expectations**

- Subcommittees will work diligently in between full committee meetings and report back at full committee meetings.
- Subcommittees may rely on expertise and work from others.
- Each subcommittee met at the end of the meeting and set up a time to meet before the next full committee meeting.

**F. Communications**

- Agreed that minutes of committee meetings will be posted on website and that representatives will have responsibility to communicate with their caucuses.
- Subcommittees will also keep minutes of their meetings and provide to the notetaker who will then arrange for them to be posted on the web.