

**Minutes of the Menlo Park City School District Council  
September 4, 2020  
Via Zoom**

**In Attendance**

**Katie Rottier, Julia Molise, Christine Goudey, Azadeh Rasmussen, Katherine Bicer, Kathryn Brottem, Vidya Kagan, Marianne Badawi, Erik Burmeister, Jammie Behrendt, Jen Kollmann, Willy Haug, Linda Creighton, Kristen Gracia, Stacey Jones, Sherwin Chen, Carrie Chen, Paige Arata, Sarah Thayer, Alison Matthews, Tricia Mulchay, Sabina Kroes, Krista Rosa, Cassandra Lopez, Victoria Dorward, Casey Wilke, Audra Romero, Patty Lopez-Jaramillo, Alicia Payton-Miyazaki, Jane Yuster, Jill Fredriksen, Stephanie Sheridan, Theresa Fox, Parke Treadaway, Ruben Trabinino**

**8:45**

**Call to Order**

**Katie Rottier**

Katie welcomes the group. Katie shares that she was the MPAEF President for the past two years. She has two children; both at Oak Knoll.

**8:57**

**Approval of Minutes**

**Julia Molise**

Julia moves for the approval of the [June meeting minutes](#). Chris Goudey seconds. The minutes are approved by vote.

**8:59**

**Budget Recap and Dues Overview**

**Christine Goudey**

Chris walks us through the budget recap. We are still waiting on some checks from the PTOs and the MPAEF. All of the PTOs have been invoiced. She reminds the PTOs that a Statement of Information will be due for the state of CA.

**9:03**

**Financial Audit Report**

**Patty Lopez-Jaramillo**

Patty reports that every six months, she conducts an audit. There was no additional request, so this is an audit of the last six months. The purpose of the audit is to ensure that the books are in line with the budget. The books need to be clear enough that an independent 3rd Party could take a look and the records would stand on their own. Patty noted no exceptions. There were a number of changes made by the former treasurer that strengthened controls. There were no issues related to “book v. bank” reconciliation.

**9:08**

### **Speaker Series**

#### **Vidya Kagan**

Vidya reports that there is now a speaker series website where all of the events will be listed. [Here](#) is the link to the website. All events will take place via zoom.

- 9/8 Julie Lythcott-Haims will speak with Erik regarding race and racism. Kepler's will also be selling Julie's books.
- 10/6 Marc Brackett will present “Permission to Feel” about social and emotional learning.
- 11/17 will be an event with the CHC around mental health and learning.

**9:11**

### **Superintendent Update and Q&A**

#### **Erik Burmeister**

Erik begins introducing his cabinet.

- **Assistant Superintendent, Jammie Beherent** is in charge of Ed Services and oversees all curriculum adoption. She makes sure that students have access to the most robust and high-quality on-line development. Our tech department has ensured that all students have access to the right devices and that everyone is ready for distance learning.
- **Jill Fredrickson -- Business Office.**
- **Executive Director of Student Services - Stephanie Sheridan.** She oversees mental health and wellness initiatives. She also oversees special education -- any 504 and other accommodation plans. She also oversees the health and nursing department
- **Maintenance, Operations and Transportation- Ruben Trabinino** -- He is in charge of transportation, gardening and custodial services.

- **Director of HR - Jane Yuster.** Jane does the union negotiation hiring, MOU and Contracts. Her goal is to help employees work through these trying times.
- **Employee Services Manager - Audra Romero,** according to Jane yuster, Audra has done an excellent job of hiring even though she hasn't seen one single candidate in person. Audra is the first line of contact with the staff.
- We now have twelve new certificated staff members as well as new administrators.

**9:30**

### **School Board Update**

Stacey Jones reports that there have been twenty school board meetings since March. They have deferred the decision on a waiver. The state has changed the “watchlist” paradigm. Stacey also reports that the district will need to go out for a Parcel Tax but we are unsure of timing.

**9:33**

### **One Community Campaign Update**

#### **Azadeh Rasmussen and Katherine Bicer**

As of yesterday, the OCC has raised \$1.08 Million which is 33% of the goal. This is slightly down from last year. Each entity has reduced its goal by 25%. They are taking a look at the fact that the virtual academy is only at 10% participation, and they are working with stewards to determine how to better reach this population.

They learned that the marketing video is critical. The team also notes that they are experiencing some volunteer fatigue, given these times.

**9:40**

### **MPAEF Update**

#### **Paige Arata and Sarah Thayer**

Yesterday they transferred \$3.85 Million to the district and rolled off \$150,000 from the endowment for teacher development.

The MPAEF is trying to figure out how to do the run, and the auction fully on line. They need to be able to arm the board with the answer to the question of “Why do we need money if the kids aren't in school?” The hope is that people will get settled and see the tremendous effort the teachers are putting in right now and donors will move from disillusionment and frustration to gratitude.

**9:49**

## **Principal Updates**

### **Hillview**

#### **Willy Haug**

Willy reports that they have a great new crop of teachers. All of the new staff had to go through the interview process via zoom.

Hillview has new staff members

- Mike Hickham - Math.
- Chris Beirne - ELA
- Kelly Slaughter - ELA
- Sara Dara-Abrams - ELA
- Tracy Berliner - new AIMS coordinator.
- Ben Salas and Tomas Ybarrola for world language.
- Jonna Becker is an instructional coach who has been helping with schoology.

Willy also reports that Back to School Nights will take place virtually with break out sessions for different groups.

### **Oak Knoll**

#### **Kristin Gracia**

Oak Knolls has had very specific goals around improving distance learning -- hoping for a more streamlined approach. They are using Altitude Learning for kinder - 5th.

The students receive a "daily card" detailing what they will be doing that day.

They are able to distribute books at appropriate reading levels.

New staff:

- Alicia Payton-Miyazaki is the new assistant principal.
- Pavi Methoda
- Leila Ward - 4th Grade ELA
- Christa West - instructional aid.
- Theresa Rhoades - instructional aid.

### **Laurel School**

#### **Linda Creighton**

Linda thanks the volunteers and reports the following new staff:

- Laura Dumbreck - 1st Grade
- Caroline Luca - 3rd Grade Spanish Immersion
- Jessica Beret - 4th Grade
- Ryan Davis - 4th Grade.

Linda shares that they are committed to their most vulnerable learners. And the new PTO Board could not be more fabulous.

## **Encinal School**

### **Jen Kollmann**

Jen reports a great start to the school year. The PTO celebrated the students in the carline with lots of glam.

They have great new staff:

- Flor Lopez
- Lisa Mount
- Martha Barragan
- Michelle Kealey
- Cheryl Marelich

## **Theresa Fox**

### **Virtual Academy**

Theresa reports that they are using altitude across the Virtual Academy. They are doing their best to make the most student-centered environment possible.

We need to include a Virtual Academy update in each of the school newsletters to help the families feel more connected to the district.

Theresa reports the following new staff:

May Chung who comes from the early learning center and Johnny Fuentes who was once a long term sub.

**10:25**

## **PTO Updates**

### **Encinal**

#### **Christine Goudey**

Chris reports that Distribution Day was fantastic and a great community builder. They are focusing efforts around community building and fundraising.

## **Laurel**

### **Cassandra Lopez**

Cassandra reports a successful virtual Back to School Coffee and HRP Training. They are very focused on taking care of the needs of the community and creating virtual community-building events.

## **Oak Knoll**

### **Victoria Dorward**

Victoria reports that Back to School Night was very successful. They will be having a virtual fall family picnic. They are doing what they can to safely engage the community.

## **Hillview**

### **Alison Matthews**

Alison reports that they will be putting on WEB Tours for 6th grade families.

They are focused on building community by doing a staff spotlight in the newsletters and highlighting teacher birthdays. They are focused on and committed to supporting the teachers. They are seeing if virtual after school athletics are possible. The Service Team will take place this year and the Spirit Wear store is on line.

Finally, they are working on placing academy parents.

**10:29**

**Adjournment**