



MENLO PARK
CITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
MINUTES

June 13, 2016, 5:15 PM

Menlo Park City School District Office
181 Encinal Avenue, Atherton, CA 94027

Attendance Taken at 5:15 PM:

Present:

Jeff Child
Stacey Jones
Terry Thygesen

Absent:

Maria Hilton
Joan Lambert

I. 5:15 P.M. CALL TO ORDER & ROLL CALL

Minutes:

Board President Jeff Child called the meeting to order at 5:15 p.m. Board members Jeff Child, Stacey Jones and Terry Thygesen were present. Board members Maria Hilton and Joan Lambert were not present.

II. CLOSED SESSION PUBLIC COMMENTS

Quick Summary:

Anyone wishing to address the Board regarding Closed Session items may do so at this time. Three (3) minutes are allotted to each speaker but can be extended by a Board member if so desired. Please note that speaking time cannot be delegated to another person. We request that an individual fill out a speaker card and provide his/her name and address before addressing the Board; however this is not required.

Minutes:

There were no public comments for Closed Session items.

III. CLOSED SESSION

Quick Summary:

The School Board will meet in Closed Session: CONFERENCE WITH LABOR NEGOTIATOR

(Cal. Gov't Code 54957.6) Agency designated representative: Maurice Ghysels Employee organization(s): All bargaining units (MPEA, CSEA, Unrepresented Employees) Closed Session will resume after Open Session if needed.

Minutes:

The Board adjourned to Closed Session regarding:
CONFERENCE WITH LABOR NEGOTIATOR

(Cal. Gov't Code 54957.6)

Agency designated representative: Maurice Ghysels

Employee organization(s): All bargaining units (MPEA, CSEA, Unrepresented Employees)

IV. 6:00 P.M. RECONVENE IN OPEN SESSION / REPORT ANY ACTION

Quick Summary:

Any action taken in Closed Session will be reported out by the President of the Board.

Minutes:

The Board reconvened in Open Session at 6:01 p.m. and Board President Jeff Child reported that no actions were taken in Closed Session.

V. REVIEW AND AMEND THE AGENDA

Quick Summary:

Amendments to the agenda can be made at this time.

Minutes:

There were no amendments to the agenda.

VI. 6:10 P.M. SPECIAL RECOGNITION: Resolution No. 15.16.26 Request for Grant from the Menlo Park-Atherton Education Foundation for 2016-17 (10 minutes)

Quick Summary:

RECOMMENDED ACTION: Approval of Board Resolution No. 15.16.26 Request for Grant from the Menlo Park-Atherton Education Foundation.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Stacey Jones.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

Superintendent Ghysels welcomed the Menlo Park-Atherton Education Foundation (MPAEF) and thanked the Foundation members, parents, staff, students and community members for the \$3.6 million dollar donation.

Board members thanked the community for their hard work, said the value that the MPAEF brings to the District goes way beyond the money it gives, 80% participation this year to reach \$3.6 million grant is appreciated since \$3.6 million is 8% of the District's operating budget, and gave a special thank you to the Foundation Board for their commitment to MPCSD.

It was moved/seconded (Thygesen/Jones) and the Board unanimously (3/0) adopted Resolution No. 15.16.26 Request for Grant from the Menlo Park-Atherton Education Foundation.

VII. 6:20 P.M. COMMENTS FROM THE AUDIENCE

Quick Summary:

Under Comments from the Audience, a community member may address the Board on any subject. An individual may only address the Board once under this item. Three (3) minutes are allotted to each speaker but can be extended by a Board member if so desired. Please note that speaking time cannot be delegated to another person. The Board cannot act on non-agenda items and cannot respond to issues other than to provide general information. However, Board members will take any comments under advisement and can give direction to the Superintendent to follow up if warranted. We request that an individual fill out a speaker card and provide his/her name and address before addressing the Board; however this is not required.

Minutes:

The following community member addressed the Board:
Peter Carpenter

VIII. 6:30 P.M. REPORTS / DISCUSSION: Update on Laurel School Upper and Lower Campuses (30 minutes)

Quick Summary:

Laurel School Principal, Linda Creighton, will update the Board on the visioning process and plan for Laurel School's Upper and Lower campuses. Principal Creighton will also report the recent work regarding Laurel School's fall transition plans.

Minutes:

Laurel School Principal, Linda Creighton, presented an update to the Board on "The State of Laurel School."

The State of Laurel School update included an overview of the Lower and Upper Campuses and the staff and community's commitment to cohesion, Laurel's motto for the upcoming school year "Be patient, Be positive", discussed the educational models Laurel's Visioning Team reviewed and shared Laurel's Project Based Learning structure. (Presentation is available on MPCSD's Agenda OnLine.)

The Board commented on how important the work of Laurel's Site Council will be for the upcoming school year, and complimented Mrs. Creighton and Laurel's staff and students on how

they are embracing the changes to Laurel School.

IX. 7:00 P.M. DISCUSSION / ACTION: Approval of Contract with Nob Hill Catering, Inc. dba The LunchMaster to provide School Lunch Services for the 2016/17 School Year (15 minutes)

Quick Summary:

RECOMMENDED ACTION: The Board approves the contract with The LunchMaster for School Lunch Services for the 2016-17 FY.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

Chief Business and Operations Officer, Ahmad Sheikholeslami, discussed the background of the District's food vendor, reviewed the Request for Proposal (RFP) process and shared some of the reasons the new lunch vendor, The LunchMaster, was selected.

A representative, Justin Gagnon, from The LunchMaster addressed the Board and expressed his excitement to begin working with MPCSD.

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) approved the contract with The LunchMaster for School Lunch Services for the 2016-17 FY

X. 7:15 P.M. REPORTS/DISCUSSION: Continued Discussion on Board and Superintendent Committees (20 minutes)

Quick Summary:

The Board will discuss summer 2016 assignments of Board Members to the existing Finance and Audit Committee and Technology Committees; the new Board Task Force for Teacher and Staff Recruitment and Retention; and the new Superintendent Ad Hoc Committee for Communications, and Parent and Community giving. This discussion will include the review of current Board assignments for all Superintendent Ad Hoc Committees.

Minutes:

Superintendent Ghysels reviewed the existing and new Board and Superintendent's Advisory Committees. Tim Fox from the San Mateo County Counsel's office explained the difference between a Board adopted committee and a Superintendent's Advisory Committee.

Superintendent Ghysels will return in the fall with bylaws for the newly proposed committees.

The following members of the audience addressed the Board:

Peter Carpenter

XI. 7:35 P.M. DISCUSSION/ACTION

XI.a. Adoption of the Final Local Control Accountability Plan (LCAP) for 2016-17 (15 minutes)

Quick Summary:

The Board held a public hearing of the draft LCAP at the June 7 Regular Board meeting. The Board discussed the draft LCAP and staff and members of the public provided input. The draft of the LCAP was posted on the District's website for written comment and was also included in the June 7 Regular Board meeting material. Assistant Superintendent, Erik Burmeister, will present the final LCAP. The public will have an opportunity to comment on the District's Final LCAP before adoption.

RECOMMENDED ACTION: The Board adopts MCPSD's Final Local Control Accountability Plan (LCAP) for 2016-17.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

Assistant Superintendent, Erik Burmeister, presented the final Local Control Accountability Plan (LCAP) for 2016-17. Mr. Burmeister received suggested edits from the San Mateo County Office of Education after MPCSD's LCAP was posted online therefore these edits were not included in the Board packet. Mr. Burmeister reviewed the edits in detail with the Board.

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) adopted MCPSD's Final Local Control Accountability Plan (LCAP) for 2016-17.

XI.b. Adoption of Final Budget for the 2016-17 Fiscal Year (15 minutes)

Quick Summary:

The Board held a public hearing of the proposed budget for 2016-17 at the June 7 Regular Board meeting. The Board discussed the proposed budget and staff and members of the public provided input. Chief Business and Operations Officer, Ahmad Sheikholeslami, will present the final budget for 2016-17. The public will have an opportunity to comment on the District's final budget before adoption. **RECOMMENDED ACTION:** The Board adopts the 2016-17 District Budget.

Motion Passed: Passed with a motion by Stacey Jones and a second by Jeff Child.

Yes Jeff Child
Absent Maria Hilton
Yes Stacey Jones
Absent Joan Lambert
Yes Terry Thygesen

Minutes:

Chief Business and Operations Officer, Ahmad Sheikholeslami, presented a report "Budget Reduction Review" along with the final budget for the 2016-17 fiscal year. Mr. Sheikholeslami's presentation included; an overview of reductions for 2016-17, financials past and present including Special Education expenditures and total staffing FTE, and provided an overview of the District's future finance and program quality.

The Board discussed staff salaries and explained how the District does not set the rates regarding staff pensions.

The following member of the audience addressed the Board:
Joe Giarrusso

It was moved/seconded (Jones/Child) and the Board unanimously (3/0) adopted the 2016-17 District Budget.

XI.c. Approval of Resolutions 15.16.18, 15.16.19, 15.16.20, 15.16.21 Establishing Amount of Parcel Taxes for July 1, 2016 - June 30, 2017 (5 minutes)

Quick Summary:

The Board held a public hearing of the for the following four resolutions at the June 7 Regular Board meeting. These Resolutions allow the Board to adjust the level of parcel taxes for 2016-17 in accordance with the provisions of the parcel taxes approved by the electorate. Each parcel tax will be increased by 2.7%, the level of increase of the Bay Area Consumer Price Index. Resolution No. 15.16.18 Establishing Amount of Parcel Taxes for 2016-17: Measure C - 2010 Resolution No. 15.16.19 Establishing Amount of Parcel Taxes for 2016-17: Measure B - 2003 Resolution No. 15.16.20 Establishing Amount of Parcel Taxes for 2016-17: Measure A - 2003 Resolution No. 15.16.21 Establishing Amount of Parcel Taxes for 2016-17: Measure A – 2000

RECOMMENDED ACTION: The Board adopts Resolutions No. 15.16.18, 15.16.19, 15.16.20, 15.16.21 Establishing Amount of Parcel Taxes for 2016-17.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Stacey Jones.

Yes Jeff Child
Absent Maria Hilton
Yes Stacey Jones
Absent Joan Lambert
Yes Terry Thygesen

Minutes:

It was moved/seconded (Thygesen/Jones) and the Board unanimously (3/0) adopted Resolution No's: 15.16.18, 15.16.19, 15.16.20, 15.16.21 Establishing Amount of Parcel Taxes for 2016-17. A roll call was taken for all resolutions.

XI.d. Approval of Resolution No. 15.16.22 of the Governing Board of the Menlo Park City School District, San Mateo County, California, Increasing Level 1 Developer Fees; Approval of CEQA Exemptions (5 minutes)

Quick Summary:

The Board held a public hearing to increase the Developer Fees as authorized by Education Code Section 17620 at the June 7 Regular Board meeting.

RECOMMENDED ACTION: The Board adopts Resolution No. 15.16.22 which allows for the adjustment of Developer Fees as authorized by Education Code 17620.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) adopted Resolution No. 15.16.22 which allows for the adjustment of Developer Fees as authorized by Education Code 17620. A roll call vote was taken for Resolution No. 15.16.22.

XI.e. Approval of Resolution No. 15.16.23 Required Accounting for Education Protection Account (EPA) (5 minutes)

Quick Summary:

The Board held a public hearing for Resolution No. 15.16.23 Required Accounting for Education Protection Account at the June 7 Regular Board meeting.

RECOMMENDED ACTION: The Board adopts Resolution No. 15.16.23 Required Accounting for Education Protection Account.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Stacey Jones.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Thygesen/Jones) and the Board unanimously (3/0) adopted Resolution No. 15.16.23 Required Accounting for Education Protection Account (EPA). A roll call vote was taken for Resolution No. 15.16.23.

XI.f. Approval of Lease Agreements with Apple Education (5 minutes)

Quick Summary:

Chief Business and Operations Officer, Ahmad Sheikholeslami, will present two lease agreements to the Board for approval. These lease agreements are for refreshing teacher laptops and to move fifth grade students to a shared device model. The total for both lease agreements and interest is \$222,621.44 to be paid over a four year budget cycle.

RECOMMENDED ACTION: The Board approves two Lease Agreements with Apple Education to be paid over a four year budget cycle at \$55,655.36 per year.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) approved two Lease Agreements with Apple Education to be paid over a four year budget cycle at \$55,655.36 per year.

XI.g. Approval of Adoption of TCI 2011 Edition and Textbooks and Hillview 6-8 (10 minutes)

Quick Summary:

Director of Curriculum and Instruction, Jennifer Kollmann, will provide background information about the TCI piloting process in History-Social Science courses offered at Hillview and will discuss the rationale for the proposal to officially adopt Teachers Curriculum Institute, History Alive 2011 California Middle Schools Program. Staff recommends that the District officially adopt TCI 2011 for Hillview grades 6-8.

RECOMMENDED ACTION: The Board approves the adoption of TCI 2011 for Hillview grades 6-8.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) approved the adoption of TCI 2011 for Hillview grades 6-8.

XI.h. Approval of Change Order No. 4 for the Laurel School Upper Campus in the amount of \$174,151.00 (5 minutes)

Quick Summary:

RECOMMENDED ACTION: The Board approves Change Order No. 4 for the Laurel School Upper Campus Project in the amount of \$174,151.00

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Jones/Thygesen) and the Board unanimously (3/0) approved Change Order No. 4 for the Laurel School Upper Campus Project in the amount of \$174,151.00

XI.i. Approval of Furniture Purchase from with OneWorkPlace for Laurel School Upper Campus in the amount of \$209,557.66 (5 minutes)

Quick Summary:

RECOMMENDED ACTION: The Board approves the purchase of Laurel School Upper Campus furniture from OneWorkPlace in the amount of \$209,557.66.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Stacey Jones.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Thygesen/Jones) and the Board unanimously (3/0) approved the purchase of Laurel School Upper Campus furniture from OneWorkPlace in the amount of \$209,557.66.

XII. 8:45 P.M. STAFF REPORTS TO THE SCHOOL BOARD

XII.a. Assistant Superintendent's monthly report

Minutes:

Assistant Superintendent, Erik Burmeister, updated the Board on the upcoming changes to the Early/Late Entry into Kindergarten policy.

XII.b. Director of Student Service's monthly report

Minutes:

Director of Student Services, Ginny Maiwald, did not report.

XII.c. Chief Business and Operations Officer's monthly report

Minutes:

Chief Business and Operations Officer, Ahmad Sheikholeslami, did not report.

XII.d. Superintendent's monthly report

Minutes:

Superintendent Ghysels updated the Board on the latest union negotiations report, which has been posted to the community on the District website.

XII.e. Members of the School Board's monthly report

Minutes:

Members of the School Board did not report.

XIII. 9:05 P.M. CONSENT AGENDA

Minutes:

Item a. No items were removed from the Consent Agenda.

Item b. - Item h. were approved by the Board and a roll call vote was taken for Item c.
Resolution No. 15.16.27

Item i. The Board approved the consent agenda. See minutes under Item i. for Board approval and vote.

XIII.a. Removal - Items from Consent Agenda

Quick Summary:

Information concerning the consent items listed below has been forwarded to each Board member prior to the meeting for study. All items on the consent agenda are routine in nature and will be acted upon in one single motion. If any member of the Board, the Superintendent, or the public so requests, an items shall be removed from the consent agenda and will be placed on the regular order of business following the approval of the

consent agenda for separate discussion and action.

XIII.b. Approval of Certificated Personnel Order and Assignments

XIII.c. Approval of Resolution No. 15.16.27 Budgetary Increases and Transfers at Year End

XIII.d. Approval of School Board Meeting Minutes for meetings held in May 2016

XIII.e. Approval of Application for Federal Funding

XIII.f. Approval of Contract with Assess For Success Consulting Inc. to provide Management Consulting Services in the area of Classroom Assessment, Grading and Reporting

XIII.g. Approval of Quote from Dreambox Learning for K-5 Elementary Site Licenses for Laurel, Encinal and Oak Knoll for 2016-17

XIII.h. Approval of Agreement between San Mateo County Office of Ed (SMCOE) and MPCSD for 2016-17 Beginning Teacher Support and Assessment (BTSA) Program

XIII.i. Approval of Consent Agenda

Quick Summary:

RECOMMENDED ACTION: The Board approves the Consent Agenda. A roll call vote will be taken for any resolutions.

Motion Passed: Passed with a motion by Stacey Jones and a second by Terry Thygesen.

Yes Jeff Child

Absent Maria Hilton

Yes Stacey Jones

Absent Joan Lambert

Yes Terry Thygesen

Minutes:

It was moved/seconded (Jones/Thygesen) and the Board voted unanimously (3/0) approved the Consent Agenda. A roll vote was taken for Resolution No. 15.16.27.

XIV. 9:15 P.M. WRITTEN COMMUNICATIONS

Quick Summary:

The Board received the following written communications: San Mateo County Treasurer - Monthly/Quarterly Investment Report, May 2016

Minutes:

The Board received the following written communications:

- San Mateo County Treasurer - Monthly/Quarterly Investment Report, May 2016

XV. 9:20 P.M. FUTURE MEETINGS

Quick Summary:

The next Regular meeting of the Board is Tuesday, September 13, 2016. Board meetings are held at the Menlo Park City School District, TERC Building, 181 Encinal Avenue, Atherton. (Unless otherwise noted on final Board meeting agenda.)The School Board meeting calendar for 2016-17 is available on the District's website and is attached to this Board agenda item.

Minutes:

The next Regular meeting of the Board is Tuesday, September 13, 2016. Board meetings are held at the Menlo Park City School District, TERC Building, 181 Encinal Avenue, Atherton. (Unless otherwise noted on final Board meeting agenda.)

The School Board meeting calendar for 2016-17 is available on the District's website and is attached to this Board agenda item.

XVI. 9:25 P.M. ADJOURNMENT

Minutes:

There being no further business to come before the Board, the meeting was adjourned at 10:32 p.m.

Board President/Vice President

Superintendent