

Menlo Park City SD Minutes

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BOARD OF EDUCATION REGULAR MEETING

September 09, 2014

Tuesday, 05:30 PM

Menlo Park City School District
District Office (TERC Building)
181 Encinal Avenue, Atherton, CA 94027

Attendees

Jeff Child
Maria Hilton
Scott Hinshaw
Joan Lambert
Terry Thygesen

I. 5:30 P.M. CALL TO ORDER & ROLL CALL

Minutes

Board President Joan Lambert called the meeting to order at 5:32 p.m. All members of the Board were present.

a. Closed Session Public Comments: Anyone wishing to address the Board regarding Closed Session items may do so at this time. (D)

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.

II. 5:35 P.M. CLOSED SESSION

Minutes

The Board adjourned to Closed Session regarding:

a. Closed Session (D)

The School Board will meet in Closed Session:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Cal. Gov't Code § 54957)

Closed Session will resume after Open Session if needed.

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

a. Reconvene in Open Session (V)

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

Minutes

The Board reconvened in Open Session at 6:12 p.m. and Board President Joan Lambert reported that no actions were taken in Closed Session.

IV. 6:05 P.M. REVIEW AND AMEND THE AGENDA

a. Procedure for Amending the Agenda (D) (V)

Amendments to the agenda can be made at this time.

Minutes

A motion to amend the agenda was made, to remove item VI a. Board Receipt of Mandarin Immersion Charter School Petition.

It was moved/seconded (Hilton/Child) and the Board voted unanimously (5/0) approved the amended agenda item.

Motion made by: Maria Hilton

Seconded by: Jeff Child

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

V. 6:10 P.M. COMMENTS FROM THE AUDIENCE

a. Procedure for Comments from the Audience (D)

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 members addressed the Board:

Carol Cunningham, Menlo Park, on behalf of the Menlo Mandarin Immersion Charter School stated the founders are organizing a couple coffees to inform the community and information will be posted on their website. Ms. Cunningham said, MMICS would like to work with the District throughout the process.

Caryn Wasserstein, Menlo Park, stated there is some growing concern in the community around the petition.

VI. 6:30 P.M. REPORTS/DISCUSSION

a. Board Receipt of Mandarin Immersion Charter School Petition (10 minutes) (D)

Under Education Code section 47605(b), the School Board will receive a petition to form a Mandarin Immersion charter school. Education Code section 47605(b) requires that a petition to form a charter school be submitted to the School Board.

Minutes

The item was removed from the agenda during IV. Review and Amend the Agenda.

b. Kick Off to Kindergarten & Extended School Year (ESY) Summer Program Report (10 minutes) (D)

Jennifer Kollmann, Director of Curriculum and Instruction and Diane Mathews, Program Specialist will report on the structure and organization of the joint summer program, the instructional program and the student learning outcomes that were achieved.

Minutes

Director of Curriculum and Instruction, Jennifer Kollmann and Program Specialist, Diane Mathews summarized and shared some of the highlights from the District's new summer program, Kick Off to Kindergarten.

The 18-day program had 24 students and two teachers; Diane Torres and Maria Teresa Magana. Students took a pre and post assessment and results are included in the report.

Board members inquired about grants to fund the program in the future and requested staff to start tracking students who participate in summer programs; are the programs improving student achievement?

c. Assessment System Report and Illuminate (20 minutes) (D)

Alicia Bowman, Director of Student Assessment, Program Evaluation and Research will update the Board on the District's Assessment System.

Minutes

Superintendent Ghysels provided the Board with background information and said Illuminate is cloud based and will be supported by our Technology Department.

Director of Student Assessment and Evaluation, Alicia Bowman informed the Board that the sites are creating their own formative assessment schedule based around the needs of the individual site. Illuminate has a vast assessment bank that allows teachers to build quizzes, tests and benchmarks. Our teachers will be able to measure the standards at any given time.

Ms. Bowman highlighted key aspects of her report, MPCSD Assessment System Update, such as the 2014-15 assessment calendar and K-3 report card development.

VII. 7:10 P.M. DISCUSSION/ACTION

a. Approval of Resolution No. 14.15.08 to Adopt Negative Declaration and Project Approval for the Laurel School Upper Campus (O'Connor School Site) (10 minutes)

(D) (V)

RECOMMENDED ACTION: The Board adopts Resolution No. 14.15.08 to Adopt Negative Declaration and Project Approval for the Laurel School Upper Campus (O'Connor School Site).

Minutes

It was moved/seconded (Thygesen/Child) and the Board voted unanimously (5/0) approved Resolution No. 14.15.08 to Adopt Negative Declaration and Project Approval for the Laurel School Upper Campus (O'Connor School Site). A roll call vote was taken for Resolution No. 14.15.08.

Motion made by: Terry Thygesen

Seconded by: Jeff Child

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

b. Approval of Resolution No. 14.15.03 To Adopt Common Core State Standards in Mathematics (10 minutes) (D) (V)

Jennifer Kollmann, Director of Curriculum and Instruction discussed a proposed timeline for approving all K-8 Learning Standards for all subjects and grades and provided a brief overview of the Common Core State Standards (CCSS) Mathematics at the August 26 Board meeting.

RECOMMENDATION ACTION: The Board adopts Resolution No. 14.15.03 To Adopt Common Core State Standards in Mathematics.

Minutes

Director of Curriculum and Instruction, Jennifer Kollmann explained the need and purpose of adopting a resolution to adopt Common Core State Standards (CCSS) in Mathematics. The Board had some clarifying questions and asked Ms. Kollmann to insert a new Whereas explaining that MPCSD provides curriculum above and beyond the CCSS and the District develops Math Pathways to ensure students have access to the highest levels of Mathematics courses in high school.

Resolution No. 14.15.03 will be edited and resubmitted at a future Board meeting.

No action was taken on this item.

c. Approval to Adopt New Math Curriculum, Big Ideas Math, Grades 6-8 (15 minutes)

(D) (V)

After an extensive curriculum review, Hillview's Administration and Math Department submitted a proposal to officially adopt, *Big Ideas Math* curriculum for 2014-15. The rationale for the early adoption of *Big Ideas Math* for the 2014-15 school year was presented to the School Board on August 26.

RECOMMENDED ACTION: The Board adopts *Big Ideas Math* Curriculum, Grades 6-8.

Minutes

It was moved/seconded (Hilton/Thygesen) and the Board voted unanimously (5/0) approved to Adopt New Math Curriculum, Big Ideas Math, Grades 6-8.

Motion made by: Maria Hilton

Seconded by: Terry Thygesen

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

d. Approval of Local Education Agency (LEA) Plan Update (10 minutes) (D) (V)

Alicia Bowman, Director of Student Assessment, Program Evaluation and Research will present an update to the District's current LEA Plan.

RECOMMENDED ACTION: The Board approves the Local Education Agency (LEA) Plan update.

Minutes

It was moved/seconded (Thygesen/Lambert) and the Board voted unanimously (5/0) approved the Local Education Agency (LEA) Plan Update.

Motion made by: Terry Thygesen

Seconded by: Joan Lambert

Votes

Jeff Child	Yes
Maria Hilton	Yes

Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

e. Financial and Operational Organization of MPCSD (10 minutes) (D) (V)

In order to meet the fiscal and operational needs of the District, Superintendent Ghysels will discuss with the Board a revised Finance and Operational Organization and will recommend approval of a revised organization and related Position Descriptions.

RECOMMENDED ACTION: The Board approves the revised Finance and Operational Organization including the recommended Classified Management Salary Schedule and job descriptions for the Director of Fiscal Services and Supervisor of Maintenance, Grounds and Custodial.

Minutes

Superintendent Ghysels explained the background and need for a revised Financial and Operational Organization. He presented a revised Finance and Operational Organizational chart, outlined the financial savings and recommended a revised Management Salary Schedule. Superintendent Ghysels also submitted new position descriptions for a Director of Fiscal Services and Supervisor of Maintenance, Grounds and Custodial.

It was moved/seconded (Thygesen/Child) and the Board voted unanimously (5/0) approved the revised Financial and Operational Organization including the recommended Classified Management Salary Schedule and job descriptions for the Director of Fiscal Services and Supervisor of Maintenance, Grounds and Custodial.

Motion made by: Terry Thygesen

Seconded by: Jeff Child

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

f. Approval of Agreement with KW Engineering for Proposition 39 Energy Savings Consulting Services (5 minutes) (D) (V)

RECOMMENDED ACTION: The Board to approve agreement with KW Engineering not to exceed \$51,632.

Minutes

It was moved/seconded (Child/Thygesen) and the Board voted unanimously (5/0) approved the agreement with KW Engineering for Proposition 39 Energy Savings Consulting Services.

Motion made by: Jeff Child

Seconded by: Terry Thygesen

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

g. PUBLIC HEARING and Adoption of Resolution No. 14.15.05 Assurance of Compliance: 2014-15 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials (5 minutes) (D) (V)

California Education Code requires that the Governing Board of each school district submit assurance to the Superintendent of Public Instruction that requirements of Education Code

60119 have been met.

RECOMMENDED ACTION: The Board adopts Resolution No. 14.15.05 Adequacy of Pupil Textbook and Instructional Materials for 2014-15.

Minutes

The Public Hearing and Adoption of Resolution No. 14.15.05 Assurance of Compliance: 2014-15 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials was declared open at 7:32 p.m. by Board President Joan Lambert. Hearing no response from the audience, President Lambert declared the Public Hearing closed at 7:34 p.m.

It was moved/seconded (Thygesen/Lambert) and the Board unanimously (5/0) approved Resolution No. 14.15.05 Assurance of Compliance: 2014-15 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials. A roll call vote was taken for Resolution No. 14.15.05.

Motion made by: Terry Thygesen

Seconded by: Joan Lambert

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

h. Review and Approval of Report on Actual Revenue and Expenditures for 2013-14 (30 minutes) (D) (V)

Diane White, Chief Business Official will present the Report to the Board.

RECOMMENDED ACTION: The Board approves the Report on Actual Revenue and Expenditures for 2013-14.

Minutes

Chief Business Official, Diane White presented the Report on Actual Revenue and Expenditures for 2013-14.

The report outlined MPCSD's 2013-14 unaudited actuals and included detailed information on revenues, expenditures, MPCSD enrollment, per student expenditures, unaudited actual comparison to 2012-13 unaudited actuals, special education costs, and other fund balances including food services and fund 17 special reserve (parcel taxes). The report also detailed the unaudited actual comparison to second interim, and 2013-14 unaudited actuals to the 2014-15 budget.

It was moved/seconded (Child/Lambert) and the Board voted unanimously (5/0) to approve the Report on Actual Revenue and Expenditures for 2013-14.

Motion made by: Jeff Child

Seconded by: Joan Lambert

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes

Terry Thygesen Yes

i. Approval for Hillview Middle School Students to Travel to Washington D.C. and Virginia (10 minutes) (D) (V)

Erik Burmeister, Hillview Middle School Principal will present a proposal to the Board to approve a Hillview student trip to Washington, D.C. and Virginia during the Mini-Course week.

RECOMMENDED ACTION: The Board approves Hillview Middle School students to travel to Washington D.C. and Virginia during Mini-Course week.

Minutes

It was moved/seconded (Thygesen/Child) and the Board voted unanimously (5/0) approved Hillview Middle School students to travel to Washington D.C. and Virginia.

Motion made by: Terry Thygesen

Seconded by: Jeff Child

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

VIII. 9:00 P.M. BOARD POLICIES/DISCUSSION

a. First Reading (discussion) of New Board Policy, Administrative Regulation, and Exhibit: 6173 Education for Homeless Children (10 minutes) (D)

Ginny Maiwald, Director of Student Services will present for discussion a new Board Policy, Administrative Regulation, and Exhibit 6173 Education for Homeless Children. This is the 1st reading (draft) of this new Board Policy.

Minutes

The Board reviewed the proposed new Board Policy, Administrative Regulation and Exhibit: 6173 Education for Homeless Children. This Board Policy will be resubmitted to the Board for a second reading and adoption at a future Board meeting.

IX. 9:10 P.M. STAFF REPORTS

a. Report by Educational Services Directors (D)

Director of Curriculum and Instruction, Jennifer Kollmann, and Director of Student Assessment, Program Evaluation and Research, Alicia Bowman, will give their monthly reports to the School Board.

Minutes

Director of Curriculum and Instruction, Jennifer Kollmann updated the Board on the theme and agenda for the upcoming professional development day on October 6. The theme is "Common Core to Me" and certificated (teachers) and classified (support staff) will participate in a number of trainings such as; first aid, Google tools for admins and Everyday Math program training. Ms. Kollmann announced there will be a Parent Ed. Conference on October 12 in the Hillview PAC. Upcoming parent newsletters will go out this weekend, explaining the changes in Common Core math and language arts.

Director of Student Assessment, Program Evaluation and Research, Alicia Bowman reported the English Learner Services initiative is moving forward, this is building capacity to our teachers and is showing support to our staff. Ms. Bowman is hoping to contract with the County for a coach, and said if we're fortunate to receive someone, we'll be able to partner closely with the

County and get into schools to build capacity and provide support with our teachers.

Ms. Bowman also updated the Board on district-wide CELDT testing and the Spanish Immersion Evaluation and stated on September 3 she and Superintendent Ghysels meet with the District partners from Stanford to update the draft evaluation. The evaluation should be completed soon and will be reported to the Board at the next Board meeting.

b. Report by Student Services Director (D)

Director Ginny Maiwald will give her monthly report to the School Board.

Minutes

Director of Student Services, Ginny Maiwald updated the Board on her department; all par-educators recently went through mandated wellness trainings; the District now has a Wellness Coordinator, Kim Staff, who will be working with the team and will be attending meetings at the county; a group of teachers got together to create a goal bank for other teachers to pull from; the department is also looking at how to address concerns about students not coming to school; Student Services had its first department meeting last week; and ended saying, as the Student Services Department continues to build systems and support, she expects costs to increase.

c. Report by Facilities and Operations Director (D)

Director Ahmad Sheikholeslami will give his monthly report to the School Board

Minutes

Director of Facilities and Operations, Ahmad Sheikholeslami updated the Board on the new Laurel School: Upper Campus stated that the project is on target and plans to give a full update to the Board next month. Mr. Sheikholeslami also reported 6th grade iPads will be launched next week and Mr. Hart (Director of Technology) should have an update soon about iPads for the elementary schools.

d. Report by Chief Business Official (D)

Chief Business Official Diane White will give her monthly report to the School Board.

Minutes

Diane:

Enrollment figures, use handout for notes

e. Superintendent's Report (D)

Superintendent Ghysels will give his monthly report to the School Board.

Minutes

Superintendent Ghysels updated the Board on several initiatives; by the end of September Parent Pages and Teacher Tools will be up and running on the District's website, he expressed excitement about the upcoming parent conference on October 12, the Guiding Principles (GPs) Ad Hoc committee has met twice and final GPs will be brought back to the Board soon, he recently met the Directors of Ed. Services, Alicia Bowman and Jennifer Kollmann, to discuss and improve the School Site Plans including the cycle and report time, and Back To School nights are going well and have been well attended.

f. School Board Report (D)

Board Members will have the opportunity to report on activities, meetings and observations.

Minutes

Board President Joan Lambert reported that Mayor of the Menlo Park, Ray Mueller is creating a program with connection to Project Cornerstone. There will be some sort of pledge or commitment community members take to support children. Local business will be able to sponsor this event, the idea is to send out letters to businesses, Chamber of Commerce, rotary groups, etc. Los Lomitas School District is also on board with this project. More information to come next month.

Board Member Terry Thygesen reported she met with Encinal's Principal and Vice Principal, Sharon Burns and Joan VonderLinden, to help solve the lack of volunteers for Encinal's ChoiceLunch program. The solution, upper grade students will volunteer to support the lunch program as part of their community service.

X. 9:30 P.M. CONSENT AGENDA

Minutes

Item a. - Item h. Approval of Agreement with Newton Center for Facilities Use was removed from the consent agenda.

Items b. - k. (not including h.) were approved by the Board.

Item l. - The Board approved the consent agenda. See minutes under item l. for Board approval and vote.

a. Removal - Items from Consent Agenda (C)

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.

b. Vendor Warrants - August 2014 (C)

c. Student Services Agreements (C)

d. Resolution No. 14.15.06 Establishment of the GANN Appropriations Limit (V) (C)

e. Resolution No. 14.15.07 Budgetary Increases and Transfers (V) (C)

f. Approval of Agreement Between San Mateo County Superintendent of Schools and MPCSD for 2014-15 Networks For Success District Program (C)

g. Resolution No. 14.15.09 Declaration of Surplus Equipment for Disposal (V) (C)

h. Approval of Agreement with Newton Center for Facilities Use (C)

i. Approval of Consulting Agreement with Ann Jones (C)

j. Authorize Superintendent to Enter into Agreement for Internet Filter Software (C)

k. Approval of District Response to San Mateo County Grand Jury Report (C)

l. Approval of Consent Agenda (V) (C)

The Board approves the Consent Agenda. A roll call vote will be taken for any Resolutions.

Minutes

It was moved/seconded (Hilton/Lambert) and the Board voted unanimously (5/0) approved the

Consent Agenda (not including item h). A roll call vote was taken for Resolutions 14.15.06, 14.15.07 and 14.15.09.

Motion made by: Maria Hilton

Seconded by: Joan Lambert

Votes

Jeff Child	Yes
Maria Hilton	Yes
Scott Hinshaw	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

XI. 9:35 P.M. FUTURE MEETINGS AND DISCUSSION OF FUTURE AGENDA ITEMS

Minutes

The next Regular Scheduled Meeting of the Menlo Park City School Board is:

a. Next Regularly Scheduled Meeting and Discussion of Future Agenda Items (D)

The next Regular Meeting of the Board is scheduled for Tuesday, October 14 beginning at 5:00 p.m. and will be held in the MPCSD TERC Building, 181 Encinal Avenue, Atherton.

XII. 9:40 P.M. ADJOURNMENT

Minutes

There being no further business to come before the Board, the meeting was adjourned at 9:47 p.m.

Date

Board Secretary