

Menlo Park City SD Minutes

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BOARD OF EDUCATION REGULAR MEETING

September 17, 2013

Tuesday, 05:00 PM

Menlo Park City School District

District Office (TERC Building)

181 Encinal Avenue, Atherton, CA 94027

Attendees

Jeff Child

Maria Hilton

Joan Lambert

Terry Thygesen

I. 5:00 P.M. CALL TO ORDER & ROLL CALL

Minutes

Board President Terry Thygesen called the meeting to order at 5:03 p.m. All members of the Board were present except Board Member Laura Rich.

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.

II. CLOSED SESSION

a. Closed Session

The School Board will meet in Closed Session:

- Public Employee Discipline/Dismissal/Release as per Government Code section 54957

Minutes

The Board adjourned to Closed Session regarding Public Employee Discipline/Dismissal/Release as per Government Code section 54957.

III. RECONVE IN OPEN SESSION/REPORT ANY ACTION TAKEN

a. 6:00 P.M. Reconvene in Open Session

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

Minutes

The Board reconvened in Open Session at 6:04 p.m. and Board President Terry Thygesen reported that no actions were taken in Closed Session.

IV. REVIEW AND AMEND THE AGENDA

Minutes

A motion to amend the agenda was made, to move Item IX. Consent Agenda, m. Resolution No. 13.14.7 Close the Commercial Property Loophole: Prop 13 to the first Action Item under section VIII.

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

a. Procedure for Amending the Agenda

Amendments to the agenda can be made at this time.

b. Agenda Attachments

V. 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

Ian Fregosi from Evolve, A Community Organization, addressed the Board on Agenda Item IX m. related to Prop 13.

VI. REPORTS/DISCUSSION

a. Annual Report on Collection of Developer Fees (5 minutes) (D)

Chief Business Official Diane White will present the revenue and expenditures in Fund 25, Developer Fees for 2013-14.

Minutes

Chief Business Official, Diane White presented the revenue and expenditures in Fund 25, Developer Fees for 2013-14.

b. Discussion of Board Policy 3290 Expenditure Policy for Donated Funds (20 minutes)

(D)

This is a discussion of BP 3290 Expenditure Policy for Donated Funds at which time the Board can request revisions or additions.

Minutes

Superintendent Ghysels explained that the current Board Policy 3290 Expenditure Policy for Donated Funds was adopted in 2003 and is outdated, such as the District no longer has PTA's.

The Board members had a discussion, shared their views, asked follow up questions, and commented on the current Board Policy 3290.

Board Policy 3290 will be reviewed by the Board, updated, and a draft reading will be submitted to the Board at a future Board meeting.

Community Comment:

Kristen Seuell, MPAEF, addressed the Board.

VII. ACTION

Minutes

It was amended to move IX. Consent Agenda m. Resolution No. 13.14.7 Close the Commercial Property Loophole: Prop 13 to the first Action Item under VII.

It was moved/seconded (Thygesen/Hilton) and the Board voted (3/0) to adopt Resolution No. 13.4.7 Close the Commercial Property Loophole: Prop 13. Board Member, Jeff Child, abstained from voting on this Resolution. A roll call vote was taken for Resolution No. 13.14.7.

a. Review and Approval of Report on Actual Revenue and Expenditures for 2012-13 (40 minutes) (V)

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

RECOMMENDED ACTION: The Board approves the Report on Actual Revenue and Expenditures for 2012-13.

Minutes

Chief Business Official, Diane White, presented the Report on Actual Revenue and Expenditures for 2012-13.

The report outlined MPCSD 2012-13 unaudited actuals including the beginning fund balance, revenues, property tax history, expenditures, special education costs, parcel taxes, the District's food program, and the ending fund balance.

It was moved/seconded (Lambert/Child) and the Board voted unanimously (5/0) to approve the Report on Actual Revenue and Expenditures for 2012-13.

Motion made by: Joan Lambert

Seconded by: Jeff Child

Votes

Unanimously Approved

b. Public Hearing and Adoption of Resolution No. 13.14.3 - Assurance of Compliance: 2013-14 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials (5 minutes) (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. 13.14.3 Adequacy of Pupil Textbook and Instructional Materials for 2013-14.

Minutes

The Public Hearing and Adoption of Resolution No. 13.14.3 - Assurance of Compliance: 2013-14 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials began at 6:42 p.m.

No public comments were made.

The Public Hearing and Adoption of Resolution No. 13.14.3 - Assurance of Compliance: 2013-14 Pupil Textbook and Instructional Materials Incentive Program - Adequacy of Pupil Textbooks and Instructional Materials ended at 6:44 p.m.

It was moved/seconded (Lambert/Hilton) and the Board voted unanimously (5/0) to adopt Resolution No. 13.14.3 Adequacy of Pupil Textbook and Instructional Materials for 2013-14. A roll call vote was taken for Resolution No. 13.14.3.

Motion made by: Joan Lambert
Seconded by: Maria Hilton

Votes

Unanimously Approved

c. Resolution No. 13.14.4 Credential Assignments (5 minutes) (V)

The District is in compliance and Resolution No. 13.14.4 provides for the assignment of certificated personnel outside their credential authorization.

RECOMMENDED ACTION: The Board adopts Resolution No. 13.14.4 Assignment of Certificated Personnel Outside of Their Credential Authorization.

Minutes

It was moved/seconded (Child/Lambert) and the Board voted unanimously (5/0) to adopt Resolution No. 13.14.4 Credential Assignments. A roll call vote was taken for Resolution No. 13.14.4.

Motion made by: Jeff Child
Seconded by: Joan Lambert

Votes

Unanimously Approved

d. Approval of Declaration of Need (5 minutes) (V)

It is a requirement of the Commission on Teacher Credentialing that school districts anticipating a need for fully qualified educators file a Declaration of Need with the State Commission.

RECOMMENDED ACTION: The Board approves the Declaration of Need for the 2013-14 school year.

Minutes

It was moved/seconded (Hilton/Lambert) and the Board voted unanimously (5/0) to approve the Declaration of Need for the 2013-14 school year.

Motion made by: Maria Hilton

Seconded by: Joan Lambert

Votes

Unanimously Approved

e. Approval of Positions and Job Descriptions for Director of Curriculum & Instruction and for Director of Student Assessment, Program Evaluation, and Research; Approval of District Secretary Position for Educational Services (10 minutes) (Y)

The descriptions of the positions for Director of Curriculum & Instruction and the Director of Student Assessment, Program Evaluation, and Research will be presented to the Board for approval along with the approval of a 12-month 1.0 FTE District Secretary Position for Educational Services.

RECOMMENDED ACTION: The Board approves the position descriptions for the Director of Curriculum & Instruction, Director of Student Assessment, Program Evaluation, and Research, and a 12-month 1.0 FTE District Secretary Position for Educational Services. This recommendation also includes the elimination of the Assistant Superintendent and two Learning Leader positions.

Minutes

It was moved/seconded (Child/Lambert) and the Board voted unanimously (5/0) to approve the position descriptions for Director of Curriculum & Instruction and Director of Student Assessment, Program Evaluation, and Research, and to approve a 12-month 1.0 FTE District Secretary for Educational Services. In addition, the Board is approving the elimination of the two Learning Leader positions however suspending (not eliminating) the Assistant Superintendent position at this time.

Motion made by: Jeff Child

Seconded by: Joan Lambert

Votes

Unanimously Approved

VIII. STAFF REPORTS

a. Report by Director of Facilities and Operations (D)

Director of Facilities and Operations will provide an update and information to the Board on the following items:

- District Facility Committee Meetings
- O'Connor School Site Planning and Scheduling
- Proposed Summer 2014 Facility Improvement Projects
- Hillview Middle School Field Work Update
- Maintenance, Operations and Transportation Updates
- Future Planned Reports and Presentations

Minutes

Director of Facilities and Operations, Ahmad Sheikholeslami updated the Board on the District Facility Committee meetings, O'Connor School Site planning and scheduling, proposed summer 2014 facility improvement projects, Hillview Middle School field work, Maintenance, Operations and Transportation department, and shared future planned reports and presentations.

b. Report by Chief Business Official (D)

Chief Business Official Diane White will provide an update and information to the Board on the

following items:

- Enrollment Update, including Spanish Immersion, for the 2013-14 school year

Minutes

Chief Business Official, Diane White updated with the Board on the District's current student enrollment which is 2,904 students. Mrs. White also stated she is still seeking to hire an Accountant and is hopeful she will find a qualified candidate soon.

c. Superintendent's Report (D)

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

Minutes

Superintendent Ghysels thanked the entire MPCSD team (principals and staff) for all their hard work opening school, one of the best openings he's ever seen. A couple schools already had their Back-To-School Nights with large parent turnouts.

Superintendent Ghysels discussed the change to Common Core from CST, more information will be presented to the Board in future meetings. He also visited Laurel's staff this week and had a great discussion about student assessment, how we currently measure, and the changes we need to make. Principals are working on their Site Plans and he's very excited to bring those reports to the Board soon.

He also updated the Board on the Common Core Math Grant, the funds are possibly in the works and now we need to create a plan regarding the Common Core. This plan will also need to outline our spending over the next couple years and will need to be reviewed and approved by the Board before the end of the calendar year.

d. School Board Report (D)

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

Minutes

Board Vice President, Joan Lambert recently attended a Sequoia Unified School District Board meeting, there was discussion about re-districting their boundaries which may effect the high school Hillview's students attend. Mrs. Lambert wants to make sure MPCSD's parents are informed about upcoming changes.

IX. CONSENT AGENDA

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. Certificated Personnel Order (C)

c. Classified Personnel Order (C)

d. Vendor Warrants - September 2013 (C)

e. Resolution No. 13.14.5 - Establishment of the GANN Appropriations Limit (V) (C)

f. Approval of Revised Contract between McArthur & Levin and Menlo Park City School District (C)

g. Denial of Claim for Personal Injuries (C)

h. Sublease Agreement between German-American International School and Palo Alto French Education Association (C)

i. Approval of Memorandum of Understanding between the Menlo Park City School District and Sequoia Union High School District Relating to Transportation of Voluntary Transfer Program Participants (C)

j. Approval of Service-ThyssenKrupp (Hillview MS Elevators) (C)

k. Approval of Service-ThyssenKrupp (Hillview MS Wheelchair Lift) (C)

l. Resolution No. 13.14.6 Budgetary Increases and Transfers (V) (C)

m. Resolution No. 13.14.7 Close the Commercial Property Loophole: Prop 13 (V) (C)

Minutes

It was amended to move IX. Consent Agenda m. Resolution No. 13.14.7 Close the Commercial Property Loophole: Prop 13 to the first Action Item under VII.

It was moved/seconded (Thygesen/Hilton) and the Board voted (3/0) to adopt Resolution No. 13.4.7 Close the Commercial Property Loophole: Prop 13. Board Member, Jeff Child, abstained from voting on this Resolution. A roll call vote was taken for Resolution No. 13.14.7.

Motion made by: Terry Thygesen

Seconded by: Maria Hilton

Votes

Jeff Child	Abstain
Maria Hilton	Yes
Joan Lambert	Yes
Terry Thygesen	Yes

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

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

Minutes

a. Removal - Items from Consent Agenda - Item m. was removed from the Consent Agenda and moved to the Action Agenda VII.

b. Certificated Personnel Order

- c. Classified Personnel Order
- d. Vendor Warrants - September 2013
- e. Resolution No. 13.14.5 - Establishment of the GANN Appropriations Limit
- f. Approval of Revised Contract between McArthur & Levin and Menlo Park City School District
- g. Denial of Claim for Personal Injuries
- h. Sublease Agreement between German-American International School and Palo Alto French Education Association
- i. Approval of Memorandum of Understanding between the Menlo Park City School District and Sequoia Union High School District Relating to Transportation of Voluntary Transfer Program Participants
- j. Approval of Service-ThyssenKrupp (Hillview MS Elevators)
- k. Approval of Service-ThyssenKrupp (Hillview MS Wheelchair Lift)
- l. Resolution No. 13.14.6 Budgetary Increases and Transfers
- m. REMOVED - Resolution No. 13.14.7 Close the Commercial Property Loophole: Prop 13

It was moved/seconded (Child/Hilton) and the Board voted unanimously (4/0) to approve the Consent Agenda. A roll call vote was taken for Resolution No.'s 13.14.5 and 13.14.6.

Motion made by: Jeff Child
Seconded by: Maria Hilton

Votes
Unanimously Approved

X. WRITTEN COMMUNICATIONS

Minutes

The Board received the following Written Communications:

a. Written Communications

- June 2013 Monthly Investment Reports, San Mateo County Treasurer-Tax Collector
- August 2013 Monthly Investment Reports, San Mateo County Treasurer-Tax Collector
- 2013-14 MPCSD Adopted Budget from San Mateo County Office of Education

XI. FUTURE MEETINGS

a. Next Regularly Scheduled Meetings

The next Regular Meeting of the Board is scheduled for Tuesday, October 8, 2013 beginning at 5:00 p.m. and will be held in the MPCSD TERC Building, 181 Encinal Avenue, Atherton.

Minutes

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XII. ADJOURNMENT

Minutes

There being no further business to come before the Board, the meeting was adjourned at 9:07 p.m.

11/12/13
Date

John Lambert
Board Secretary