

# Menlo Park City SD Minutes

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## BOARD OF EDUCATION REGULAR MEETING

August 20, 2013

Tuesday, 06:00 PM

Menlo Park City School District

District Office (TERC Building)

181 Encinal Avenue, Atherton, CA 94027

### Attendees

- Jeff Child
- Maria Hilton
- Joan Lambert
- Laura Rich
- Terry Thygesen

### I. CALL TO ORDER & ROLL CALL

#### Minutes

Board President Terry Thygesen called the meeting to order at 6:03 p.m. All members of the Board were present.

### II. REVIEW AND AMEND THE AGENDA

#### Minutes

There were no amendments to the agenda.

#### a. Procedure for amending the agenda

Amendments to the agenda can be made at this time.

#### b. Agenda Attachments

### III. COMMENTS FROM THE AUDIENCE

#### a. Procedure for Comments from the Audience

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 Menlo Park residents addressed the Board regarding Mandarin Immersion:

- Carol Cunningham
- Lu Chen

#### IV. REPORTS/DISCUSSION

##### a. Technology Department Organization (15 minutes) (D)

It is recommended that the Technology Department hires two IS Support Technician II's to refill current Tech. II position and not fill the recently created Technology Support Assistant position to better support the technology needs of the District.

###### Minutes

Superintendent Ghysels presented the Technology Department's Organizational structure which included hiring two IS Support Technician II's, one to backfill the current IS Support Technician II and one in lieu of the Technology Support Assistant position.

One Tech II would be responsible for the operations and management of the District's network and computer systems; the other responsible for the back end of all data systems that relate to student data. The tasks which the Technology Support Assistant was slated to assume will be divided among the two Tech II's as appropriate.

##### b. Educational Services Organization (30 minutes) (D)

Superintendent Ghysels will present a plan for the Educational Services Department. This plan will include department background information, recommendations for 2013-14, and a timeline for next steps.

###### Minutes

Superintendent Ghysels reviewed the proposed Educational Services Plan with the School Board. The plan included background and considerations, recommendations, a timeline and next steps.

The departure of the District's Chief Learning Officer in July, provided an opportunity to plan and reorganize the department.

Superintendent Ghysels' recommendation is to eliminate the position of Chief Learning Officer, eliminate the Learning Leader positions, maintain the current cost configuration of Ed Services, create two Directors, hire a second classified District secretary, and stay focused on the needs of sites and MPCSD and follow through on existing initiatives.

The Ed. Services Plan also included a multi-department partner plan between the four District Directors (Director of Curriculum and Instruction, Direct of Student Assessment, Director of Student Services, and Director of Technology).

The additional District secretary would support the Educational Services department as well as support district communications such as maintain data lists and help with safety planning.

Superintendent Ghysels outlined the timeline for the Ed Services reorganization: he receives direction from the Board on the new Ed Services organization, posts the Director of Curriculum and Instruction position in August with a September 30 closing date, further define job descriptions and salary schedules for approval at September 17 Board meeting, and provide a recommendation to the Board for selection of Curriculum and Instruction Director and District Secretary in October.

##### c. District-wide Initiatives for 2013-14 (20 minutes) (D)

Superintendent Ghysels will present district-wide initiatives for 2013-14, describing the themes for this school year.

###### Minutes

Superintendent Ghysels shared the District's 2013-14 Goals with the School Board:

- Common Core ELA
- Common Core Math
- Smarter Balanced Assessments
- Plan for new school at O'Connor Site
- Strategic Planning for 3-5 years
- Augment District Communications:

District goals - few, clearer, higher meaning: FEWER goals, CLEARER is explanation, and HIGHER expectations.

**V. ACTION ITEMS**

**a. Procedure for Action Items**

Prior to any final action being taken on any item or prior to moving on to a new item, members of the public in attendance are invited to address the Board regarding items under consideration.

Minutes

This is NOT an action item, this is to reiterate the procedure for Action Items: Prior to any final action being taken on any item or prior to moving on to a new item, members of the public in attendance are invited to address the Board regarding items under consideration.

**b. SVCF Math Collaboration Grant (10 minutes) (Y)**

Learning Leader, Alicia Bowman, and Superintendent Ghysels will present the SVCF Grant Application and the MOU.

RECOMMENDED ACTION: The Board approves MPCSD's inclusion in the application of the grant as described by the SVCF Grant Application and the MOU.

Minutes

Superintendent Ghysels and Learning Leader, Alicia Bowman, explained the Silicon Valley Community Foundation (SVCF) Math Collaboration Grant. This grant is lead by the administrators and staff of Sequoia Union High School District (SUHSD) and its partner school districts have coalesced into a collaborative focused on Common Core State Standards (CCSS) in Mathematics.

The goal of the grant is to align CCSS curriculum and assessments for Mathematics with all partner teachers at every grade level, acting in a unified manner with a focus on student success. The grant outlines objectives and activities over the next three school years.

It was moved/seconded (Rich/Hilton) and the Board voted unanimously (5/0) to approve the Menlo Park City School District's inclusion in the application of the grant as described by the Silicon Valley Community Foundation Grant Application and MOU.

Motion made by: Laura Rich

Seconded by: Maria Hilton

Votes

Unanimously Approved

**c. Approval of Revision of the Position Description of the Director of Facility Planning and Construction Entitled Director of Facilities and Operations (10 minutes) (Y)**

It is recommended that the position of Supervisor of Maintenance, Operations, and Transportation is not filled and the position, Director of Facilities and Operations, and that the two lead positions,

Lead Maintenance and Operation Worker and Lead Bus Driver organize all of the Maintenance and Operations Department.

The Director of Facilities and Operations for the 2013-14 school year will be funded 50% by the general fund and 50% by the Bond as responsibilities related to Bond programs such as facility planning and management of building and facility construction.

This restructure will result in a net savings of \$40,000. to the general fund.

**RECOMMENDED ACTION:** The Board approves the revision of the position description, new title, job description, and salary schedule for the Director of Facilities and Operations.

Minutes

Superintendent Ghysels explained the new scope of the Director of Facilities and Operations position which includes additional responsibilities.

Amend to Superintendent's recommendation: the funding for the Director of Facilities and Operations position will be funded 100% out of the General Fund, and not what was listed in the Board packet, however, all bond work will be charged to the bond budgets using an accounting mechanism for accuracy.

It was moved/seconded (Rich/Lambert) and the Board voted unanimously (5/0) to approve the revision of the position description, new title, job description, and salary schedule for the Director of Facilities and Operations. Approved with the changes to the funding source.

Motion made by: Laura Rich

Seconded by: Joan Lambert

Votes

Unanimously Approved

**d. Approval of Position Description and Salary Schedule: Lead Maintenance and Operation Worker and Lead Bus Driver (5 minutes) (Y)**

The descriptions of the positions and salary schedule for Lead Maintenance and Operation Worker and Lead Bus Driver will be presented to the Board for adoption by Human Resources Manager, Kathryn Christopherson.

**RECOMMENDED ACTION:** The Board approves the job descriptions and salary stipend for the Lead Maintenance and Operations Work and Lead Bus Driver.

Minutes

It was moved/seconded (Rich/Hilton) and the Board voted unanimously (5/0) to approve the job descriptions and salary stipend for the Lead Maintenance and Operations Worker and Lead Bus Driver.

Motion made by: Laura Rich

Seconded by: Maria Hilton

Votes

Unanimously Approved

**e. Ratification of Terms of Employment Agreement for Chief Business Official Pursuant to**

**California Government Code Section 53262 (10 minutes)** (V)

Superintendent Ghysels will present the amended Employment Agreement for the Chief Business Official.

RECOMMENDED ACTION: The Board will take action on an Amendment to the Employment Agreement for Services as Chief Business Official.

Minutes

It was moved/seconded (Rich/Lambert) and the Board voted unanimously (5/0) to amend the Employment Agreement for Services as Chief Business Official.

Motion made by: Laura Rich

Seconded by: Joan Lambert

Votes

Unanimously Approved

**f. Approval of District Response to San Mateo County Grand Jury Report (10 minutes)** (V)

The District response to the San Mateo County Grand Jury Report regarding "Capital Appreciation Bonds: Ticking Time Bombs" will be presented by Superintendent Ghysels for approval by the Governing Board.

RECOMMENDED ACTION: The Board approves the District response to the San Mateo County Grand Jury Report.

Minutes

The Ad Hoc. Committee worked on the District's response to the San Mateo County Grand Jury. The response is on the District's website and in the August 20 Board packet for review. It will be submitted to the San Mateo County Grand Jury in October.

It was moved/seconded (Rich/Child) and the Board voted unanimously (5/0) to approve the District's response to the San Mateo County Grand Jury Report.

Motion made by: Laura Rich

Seconded by: Jeff Child

Votes

Unanimously Approved

**g. Schedule for Superintendent Evaluations and Board Liaison Assignments (5 minutes)**

(V)

Dates must be scheduled for this year's quarterly Superintendent evaluation meetings in closed session. In addition, it is recommended that dates are established to review and update individual Board liaison assignments on a quarterly basis.

RECOMMENDATION ACTION: The Board approves the proposed quarterly Superintendent evaluation meetings in closed session and the proposed dates to review and update individual Board liaison assignments.

Minutes

Superintendent Ghysels and the Board discussed the proposed future meeting dates and the Board agreed to schedule the first Superintendent Evaluation at this time.

It was also discussed that the Board would review and update individual Board liaison assignments on a quarterly basis and this review and update would take place at the previously established

regular meetings in open session.

It was moved/seconded (Rich/Lambert) and the Board voted unanimously (5/0) to approve the first Superintendent Evaluation meeting on Friday, September 6 from 11:00 a.m. - 2:00 p.m., and approve the following dates to review and update individual Board liaison assignments: Tuesday, December 10, 2013, Tuesday, March 11, 2014, and Tuesday, June 10, 2014.

Motion made by: Laura Rich

Seconded by: Joan Lambert

Votes

Unanimously Approved

**h. Ratification of Contracts Between Anza Engineering Corporation and Menlo Park City School District (3 minutes)** (V)

Director of Facility and Construction, Ahmad Sheikholeslami, will present a contract between Anza Engineering Corporation and Menlo Park City School District.

RECOMMENDED ACTION: The Board ratifies the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$27,810.00 for installation power, data, and fire alarm systems for Oak Knoll Modular building.

Minutes

It was moved/seconded (Rich/Child) and the Board voted unanimously (5/0) to ratify the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$27,810.00 for installation power, data, and fire alarm systems for Oak Knoll Modular building.

Motion made by: Laura Rich

Seconded by: Jeff Child

Votes

Unanimously Approved

**i. Ratification of Contract Between Anza Engineering Corporation and Menlo Park City School District (3 minutes)** (V)

Director of Facility and Construction, Ahmad Sheikholeslami, will present a contract between Anza Engineering Corporation and Menlo Park City School District.

RECOMMENDED ACTION: The Board ratifies the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$43,930.00 for installation power, data, and fire alarm systems for Encinal Modular building.

Minutes

It was moved/seconded (Rich/Child) and the Board voted unanimously (5/0) to ratify the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$43,930.00 for installation power, data, and fire alarm systems for Encinal Modular building.

Motion made by: Laura Rich

Seconded by: Jeff Child

Votes

Unanimously Approved

**j. Ratification of Contract Between Anza Engineering Corporation and Menlo Park City School District (3 minutes)** (V)

Director of Facility and Construction, Ahmad Sheikholeslami, will present a contract between Anza Engineering Corporation and Menlo Park City School District.

RECOMMENDED ACTION: The Board ratifies the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$45,835.00 for installation power, data, and fire alarm systems for Laurel Modular building.

Minutes

It was moved/seconded (Rich/Child) and the Board voted unanimously (5/0) to ratify the agreement between Anza Engineering Corporation and Menlo Park City School District not to exceed \$45,835.00 for installation power, data, and fire alarm systems for Laurel Modular building.

Motion made by: Laura Rich

Seconded by: Jeff Child

Votes

Unanimously Approved

**VI. STAFF REPORTS**

**a. Director of Facility Planning and Construction's Report** (D)

Facility Director Ahmad Sheikholeslami will present his report to the Board.

- Summer cleaning, construction, and maintenance update
- Hillview field update

Minutes

Facility Director, Ahmad Sheikholeslami updated the Board on a variety of issues; recent cleaning, construction, and maintenance work throughout the District, potential purchase of a full size back up school bus, registered kids for an upcoming SafeRoutes To School event, meet with city officials to discuss the District's need for additional crossing guards, provided information for the costs for a potential solar system install, and informed the Board about the extra work completed by the Maintenance, Operations, and Transportation staff.

**b. Chief Business Official's Report** (D)

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

- Update on Accountant position
- Local Control Funding Formula (LCFF)

Minutes

Chief Business Official, Diane White updated the Board on the status of the Accountant position which is currently unfilled, she also explained the Local Control Funding Formula (LCFF), and provided the Board with updated student enrollment data which outlines the District's current enrollment of 2,906 students between the District's four schools.

**c. Superintendent's Report** (D)

Superintendent Maurice Ghysels will present his monthly report to the Board.

Minutes

Superintendent Ghysels updated the Board on the Ad Hoc. Committee.

**d. School Board Reports (D)**

Board members will report on recent activities.

Minutes

Board President, Terry Thygesen shared information about an upcoming event at Menlo-Atherton High School.

**VII. 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 a member of the public so requests, an item 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. Classified Personnel Order (C)****c. Certificated Personnel Order (C)****d. Vendor Warrants - July 2013; Student Services Agreements (C)****e. Resolution No. 13.14.1 Budgetary Increases and Transfers (V) (C)****f. Approval of Student Teaching Agreement, CalStateTEACH, CSU Monterey Bay (C)****g. Approval of Memorandum of Understanding (MOU) between National University and Menlo Park City School District (C)****h. Resolution No. 13.14.2 Declaration of Surplus Equipment for Disposal (V) (C)****i. Approval of Memorandum of Understanding (MOU) between SMCOE BTSA Induction Program and Menlo Park City School District (C)****j. Accept report and ratify arbitrage services with BLX formerly Bond Logistix in the amount of \$3,000 (C)****k. Approval of Contract between McArthur & Levin and Menlo Park City School District (C)****l. Approval of Submission of Consolidated Application for 2013-14 School Year (C)**



- m. Reclassification of Temporary Teachers** (C)
- n. Approval to Enter in Agreement with De La Rosa & Co. for Investment Banking Services**  
(C)
- o. Ratification of Agreement For Consulting Services with BKF Engineers** (C)
- p. Agreement for Consulting Services between MCPSD and North Tower Environmental, Inc.**  
(C)
- q. School Board Regular Meeting Minutes of May 13, 2013** (C)
- r. School Board Special Meeting Minutes of May 28, 2013** (C)
- s. School Board Special Meeting Minutes of May 29, 2013** (C)
- t. School Board Special Meeting Minutes May 29, 2013** (C)
- u. School Board Special Meeting Minutes of June 3, 2013** (C)
- v. School Board Regular Meeting Minutes of June 11, 2013** (C)
- w. School Board Special Meeting Minutes of June 17, 2013** (C)
- x. School Board Special Meeting Minutes of July 16, 2013** (C)
- y. Approval - Consent Agenda** (V) (C)  
RECOMMENDED ACTION: The Board approves the Consent Agenda

Minutes

- a. Consent Items k. Approval of Contract between McArthur & Levin and MPCSD and Consent Item n. Approval to Enter in Agreement with De La Rosa & Co. for Investment Banking Services were removed from the Consent Agenda.
- b. Classified Personnel Order
- c. Certificated Personnel Order
- d. Vendor Warrants - July 2013; Student Services Agreements
- e. Resolution No. 13.14.1 Budgetary Increases and Transfers
- f. Approval of Student Teaching Agreement, CalStateTEACH, CSU Monterey Bay
- g. Approval of Memorandum of Understanding (MOU) between National University and Menlo Park City School District
- h. Resolution No. 13.14.2 Declaration of Surplus Equipment for Disposal

- i. Approval of Memorandum of Understanding (MOU) between SMCOE BTSA Induction Program and Menlo Park City School District
- j. Accept report and ratify arbitrage services with BLX formerly Bond Logistix in the amount of \$3,000
- k. REMOVED - Approval of Contract between McArthur & Levin and Menlo Park City School District
- l. Approval of Submission of Consolidated Application for 2013-14 School Year
- m. Reclassification of Temporary Teachers
- n. REMOVED - Approval to Enter in Agreement with De La Rosa & Co. for Investment Banking Services
- o. Ratification of Agreement For Consulting Services with BKF Engineers
- p. Agreement for Consulting Services between MCPSD and North Tower Environmental, Inc.
- q. School Board Regular Meeting Minutes of May 13, 2013
- r. School Board Special Meeting Minutes of May 28, 2013
- s. School Board Special Meeting Minutes of May 29, 2013
- t. School Board Special Meeting Minutes May 29, 2013
- u. School Board Special Meeting Minutes of June 3, 2013
- v. School Board Regular Meeting Minutes of June 11, 2013
- w. School Board Special Meeting Minutes of June 17, 2013
- x. School Board Special Meeting Minutes of July 16, 2013

It was moved/seconded (Child/Rich) and the Board unanimously (5/0) approved the Consent Agenda except for items k. and n. which were removed. A roll call vote was taken for Resolution No.'s 13.14.1 and 13.14.2.

Motion made by: Jeff Child

Seconded by: Laura Rich

Votes

Unanimously Approved

## **VIII. WRITTEN COMMUNICATIONS**

### Minutes

The Board received the following Written Communications:

#### **a. San Mateo County Office, Treasurer-Tax Collector - May 2013 - Monthly Investment**

**Reports**

**b. San Mateo County Office, Treasurer-Tax Collector - July 2013 - Monthly Investment Reports**

**IX. FUTURE MEETINGS**

**a. Next Regularly Scheduled Meeting**

The next Regular Meeting of the Board is scheduled for Tuesday, September 17, 2013 beginning at 5:00 p.m. and will be held in the MPCSD TERC Building, 181 Encinal Avenue, Atherton.

Minutes

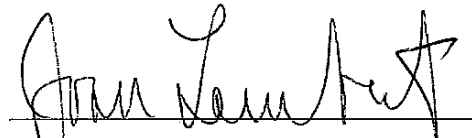
The next Regular Meeting of the Board is scheduled for Tuesday, September 17, 2013 beginning at 5:00 p.m. and will be held in the MPCSD TERC Building, 181 Encinal Avenue, Atherton.

**X. ADJOURNMENT**

Minutes

There being no further business to come before the Board, the meeting was adjourned at 10:13 p.m.

11/12/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary