

**APPROVED**

**MINUTES OF THE  
MENLO PARK CITY SCHOOL DISTRICT SCHOOL BOARD**

Regular Meeting  
August 21, 2012  
4:30 p.m.

181 Encinal Avenue  
Atherton, CA 94027

**CALL TO ORDER AND ROLL CALL**

Board President Laura Rich called the meeting to order at 4:30 p.m. All members of the Board were present.

**CLOSED SESSION**

The Governing Board met in Closed Session regarding Public Employee Performance Evaluation (Superintendent); Public Employment: Superintendent; Public Employment: Chief Learning Officer; and Discipline/Dismissal/Release as per Government Code 54957.

**RECONVENE OPEN SESSION/ANNOUNCEMENT OF ACTION TAKEN**

The Board returned to open session at 6:03 p.m. and Board President Laura Rich reported that no actions were taken in closed session.

**REVIEW AND AMEND AGENDA**

There were no amendments to the agenda.

**COMMENTS FROM THE AUDIENCE**

Chris Canter asked that the Board consider revising the District boundary between the Ravenswood City School District and the Menlo Park City School District to allow homeless children housed at Haven Family Home to attend school in the Menlo Park City School District. He noted that Haven Family Home is located on the border between the Ravenswood City School District and the Menlo Park City School District.

**REPORTS/DISCUSSION**

**RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES**

Human Resource Manager Kathryn Christopherson reported on District hiring for the 2012-13 school year. A total of 20 new certificated teachers including new Hillview Principal Erik Burmeister and new Encinal Principal Sharon Burns were hired to accommodate retirements, resignations and other separations as well as growth of enrollment. New teachers hired for the 2012-13 school year include: Rachel Knight, part-time music teacher at Encinal and Oak

## **RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES** (continued)

Knoll; Angharad Musladin, part-time inclusion specialist at Laurel and Oak Knoll; Blythe Bulkin, continuing as third grade teacher at Encinal; Sandra Pugliano, literacy specialist at Encinal; Tomas Ybarrola, Encinal fourth grade Spanish Immersion teacher; Erika Caruso (formerly Erika Glavan), Transitional Kindergarten (combined TK/Kindergarten class) at Laurel; Ashley Guilliot, Laurel part-time counselor; Carla Kirby, Laurel first grade Spanish Immersion teacher; Emma Thelen, Laurel part-time EL program; Lidia Vazquez, Laurel Kindergarten Spanish Immersion teacher; Alicia Poole, Oak Knoll K-2 multiage team; Heidi Veneman, fifth grade teacher at Oak Knoll; Astrid Rieber, Oak Knoll speech/language therapist; Stacy Bartz, sixth grade teacher at Hillview; Amartya (Marty) De, seventh grade math at Hillview; William (Bill) Hairston, Jr., heading up Hillview drama department; and Dalila Neves and Julie Williams teaching sixth grade English at Hillview.

Ms Christopherson noted that interviewing and selection processes were updated this year and that participating interview panels will be surveyed to find out what worked and what didn't.

In discussion, Board Member Maria Hilton asked about having pictures of staff included on the District website.

## **REPORT ON BOND REFUNDING DISPOSITION**

Chief Business Official Diane White updated the Board on the recent issuance and sale of the District's Refunding Bonds in an amount not to exceed \$38,000,000. Mrs. White reported that on June 20, 2012, the District successfully refinanced \$34,130,000 in outstanding bonds which had been used to fund replacement of portable classrooms, to provide adequate additional classroom space to avoid overcrowding and enhance student learning, and to improve safety by building, modernizing, renovating and acquiring school buildings and facilities. While no additional funds were generated for District use through this refunding, by borrowing money at today's lower interest rates, the District saved the taxpayers \$2.2 million over the next 19 years.

## **COMMON CORE, PEARSON INFORM (STUDENT DATA WAREHOUSE)**

In her report to the Board, Chief Learning Officer Allison Liner noted next steps for District Goal 2.0, Assessment and Evaluation. She said that Common Core Standards, a common core of internationally benchmarked standards, were adopted by California in August 2010, and in relation to global competition, California is behind. Chief Learning Officer Liner said that the focus needs to be on what our students will be asked to do and how our teachers will be prepared to teach them. Pearson's Inform (student data warehouse) data analysis and reporting system will enable teachers to enrich student learning by means of meaningful assessment data, frequent feedback, and actionable results. Mrs. Liner's presentation, *Goal 2.0: Leading Towards the Common Core* was followed by extensive discussion with the Board.

**UPDATE REGARDING THE DISTRICT TRAFFIC SAFETY PROGRAM,  
INCLUDING THE iCARPOOL PROGRAM**

Encinal School Vice Principal Joan von der Linden described the 2012-13 Safe Routes to Schools funding that the District recently received. The grant will support a Transportation Coordinator position (\$30,000/yr.), the development and management of the "SchoolPool" Carpool Software Program (\$15,000/yr.), three Walk/Bike/Bus Events will be conducted (\$12,000), school Travel Materials for all schools will be created (\$5,000), preparation of marketing material for Trip Reduction Programs (\$5,000), and personnel costs for staff time to distribute School Travel Packets. District Traffic Safety Coordinator Kathy Schrenk reported on her responsibilities, focusing on increasing the number of students biking, walking, carpooling and taking the bus to school. Kathy Schrenk is a District parent and longtime cyclist.

Board President Laura Rich suggested and it was the consensus of the Board to move Board Action Item VII. b. regarding an enrollment projection update study to be next on the agenda.

**ACTION**

**APPROVAL OF CONTRACT WITH ENROLLMENT PROJECTION  
CONSULTANT TOM WILLIAMS, FOR AN UPDATE STUDY ON COMMUNITY  
DEMOGRAPHICS**

Ahmad Sheikholeslami, Facility Director, said that Tom Williams of Enrollment Projection Consultants performed a comprehensive enrollment projection study in 2005-06 and then a simplified enrollment projection update in the fall of 2009. These studies have held up until now with a spike of approximately 17% in enrollment of the incoming kindergarten class for the 2012-13 school year. It was noted that Mr. Williams is familiar with the District's challenges and with the community. He will be meeting with both City and Town officials to incorporate future growth plans, as well as gathering staff input along with input from community members who can provide valuable information regarding the changes in the neighborhoods in the District. It was moved/seconded (Thygesen/Child) and the Board unanimously (5/0) approved the contract with Enrollment Projection Consultant Tom Williams, for an amount not to exceed \$15,000. The study is to be completed in October 2012.

**REPORTS/DISCUSSION** (continued)

**CONSIDERATION AND DISCUSSION OF BOARD MEETINGS FOR THE  
REMAINDER OF THE 2012-13 SCHOOL YEAR**

Superintendent Ghysels noted that the Board established dates for its regular meetings through the remainder of 2012 at its December 13, 2011, Organization Meeting. These dates are: August 21, September 11, October 9, November 6 and December 11, 2012. In

## **CONSIDERATION AND DISCUSSION OF BOARD MEETINGS FOR THE REMAINDER OF THE 2012-13 SCHOOL YEAR (continued)**

discussion with the Board, there was a conflict with the October 9 date. It was then the consensus of the Board to reschedule the date of the October regular meeting to October 8. Superintendent Ghysels requested that the Board hold each Wednesday morning in March 2013 for Special Board Meetings, the purpose of which will be to review each school's site plan.

### **ACTION**

#### **REVIEW AND CONFIRMATION OF BOARD MEMBER ASSIGNMENTS**

The Board reviewed Board Member assignments that were approved at its December 13, 2011, Annual Organization Meeting. By consensus, the following assignments will be effective through December 2013:

##### **District:**

- District Council – Laura Rich, Terry Thygesen (formerly PTO Council)
- District Advisory Council – Maria Hilton
- Menlo Park Atherton Education Foundation – Laura Rich, Terry Thygesen
- Negotiations – MPEA (Certificated) – Laura Rich, Maria Hilton
- Negotiations – CSEA, Chapter 630 (Classified) – Terry Thygesen, Joan Lambert

##### **Community:**

- Liaison to work with the City Council of Menlo Park and the Town Council of Atherton – Laura Rich, Terry Thygesen
- Community Trust: Joan Lambert, Maria Hilton

##### **School:**

- Laurel School Liaison – Joan Lambert
- Encinal School Liaison – Laura Rich
- Oak Knoll School Liaison – Jeff Child
- Hillview Middle School Liaison – Maria Hilton

#### **CONFLICT OF INTEREST CODE – BIENNIAL REVIEW/AMENDMENT**

Superintendent Ghysels noted that Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code biennially to determine if amendments are necessary. The amendments being made at this time are: (1) name of District Superintendent; (2) name of Principal at Encinal School and name of Principal at Hillview Middle School; (3) title of position of Assistant Superintendent, Curriculum & Instruction being changed to Chief Learning Officer, Curriculum & Instruction. It was moved/seconded (Hilton, Thygesen) and the Board unanimously approved amendments as stated to the Conflict of Interest Code for the District. Board Bylaw 9270, *Appendix, Designated Officials and Employees*, will reflect approved amendments.

## **NOMINATION FOR CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DIRECTORS-AT-LARGE, ASIAN/PACIFIC ISLANDER AND HISPANIC**

The Board did not have a nomination for the California School Boards Association (CSBA) Directors-At-Large, Asian/Pacific Islander and Hispanic.

### **STAFF REPORTS**

#### **CHIEF LEARNING OFFICER'S REPORT**

Chief Learning Officer Allison Liner welcomed Robin Reding, recently selected for the new position of Learning Leader, Language Arts. Ms Liner noted that the District's new teachers were welcomed earlier in the day and that tomorrow's orientation for them will include a bus tour and orientation to the District. Ms Liner noted that she and her staff have been gearing up for the Professional Development Days on August 28 and 29 and encouraged members of the Board to sign up for a workshop. It was also announced that the STAR results have been received and will be distributed to the schools.

#### **REPORT OF CHIEF BUSINESS OFFICIAL**

Chief Business Official Diane White gave a brief report on enrollment, noting that it is not unexpected for the number of sixth graders to decline, and that an approximate total of 2,800 students were expected for 2012-13. It was noted that seventy-five (75) bus passes have been sold. She said she is closing the books and will bring information on food service in the District to the Board at a future meeting.

#### **REPORT BY DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION**

Facility Director Ahmad Sheikholeslami reported on the summer construction activities at Hillview Middle School and at Encinal School. He noted that the roofing and library projects at Encinal are complete. Mr. Sheikholeslami reported that construction work at Hillview is coming along with all efforts being focused on having the campus ready for the Grand Opening celebration on August 28 and the opening of school on September 4. Mr. Sheikholeslami also reported that the District received a letter from the State that the Office of Public School Construction will be releasing approximately \$2.7 Million for the project at Hillview Middle School. The District expects the money to be deposited into its County account within the next few weeks.

#### **SUPERINTENDENT'S REPORT**

Superintendent Ghysels let the Board know that a Special Board Meeting/Study Session with the Leadership Team regarding Core Values is being scheduled for September 10, 9:00 a.m. to 11:00 a.m. Also, a Special Board Meeting/Study Session with the Leadership Team regarding Common Core is being scheduled for September 25, 9:00 a.m. to 11:00 a.m. Board Member Jeff Child requested that the time for the meeting on September 25 be changed to 9:30 a.m. to 11:30 a.m. Superintendent Ghysels noted that he will be talking with Board President Laura Rich and Board Member Jeff Childs regarding the Board Audit

## **SUPERINTENDENT'S REPORT (continued)**

Committee, and will agendize formation of this committee and the topic of fiscal responsibility for the regular Board Meeting on September 11. All of the members of the Board along with Superintendent Ghysels indicated that they plan to attend the CSBA Annual Education Conference being held in San Francisco this year. Superintendent Ghysels said that CSBA will be having the Masters in Governance Series again this year and that he is interested in attending. Board Member Maria Hilton indicated that she would also like to attend. Board Member Terry Thygesen mentioned the importance for the District of having a standing Board Communications Committee. Superintendent Ghysels and the Board discussed the upcoming American Society for Quality (ASQ) Conference, and both Board President Laura Rich and Board Member Maria Hilton indicated interest in attending with Superintendent Ghysels.

## **SCHOOL BOARD REPORT**

Board Member Terry Thygesen asked for information about student health information that is stored and made available electronically.

## **CONSENT AGENDA**

1. School Board Regular Meeting Minutes of June 4, 2012
2. School Board Special Meeting Minutes of June 21, 2012
3. School Board Special Meeting Minutes of June 25, 2012
4. School Board Special Meeting Minutes of July 16, 2012 (9:00 a.m.)
5. School Board Special Meeting Minutes of July 16, 2012 (2:00 p.m.)
6. Vendor Warrants and Student Services Agreements – June 2012 and July 2012
7. Certificated Personnel Report: Resignation: Lisa Edberg, Probationary, 1.0 FTE, effective June 8, 2012; Benjamin Salas-Velasco, Permanent, 1.0 FTE, effective June 8, 2012. Employment: Amartya De, Temporary, 1.0 FTE, effective August 22, 2012; William Hairston, Jr., Probationary, 1.0 FTE, effective August 22, 2012; Rachel Hartwig, Probationary, 0.50 FTE, effective August 23, 2012; Rachel Knight, Temporary, 0.60 FTE, effective August 22, 2012; Dalila Neves, Temporary, 1.0 FTE, effective August 22, 2012; Sandra Pugliano, Probationary, 1.0 FTE, effective August 22, 2012; Astrid Reiber, Probationary, 1.0 FTE, effective August 22, 2012; Katie Salem, Temporary, 0.33 FTE, effective August 23, 2012; Lidia Vazquez, Probationary, 1.0 FTE, temporary August 22, 2012
8. Classified Personnel Order: Resignation: Alba Hernandez, Instructional Aide, 1.75 hours daily, effective August 7, 2012; Alba Hernandez, Playground Supervisor, 1.50 hours daily, effective August 7, 2012
9. Approval of Submission of Consolidated Application for 2012-13 School Year
10. Approval of Agreement between California State University, Fresno CHHS/Department of Nursing
11. Approval of Student Teaching Agreement, San Jose State University
12. Ratification – Agreement with One Interface Engineering LLC for the Hillview Middle School Wireless Network Project
13. Approval of Notice of Completion for Encinal Roofing Project
14. Approval of Notice of Completion for Encinal Library Improvement Project

**CONSENT AGENDA** (continued)

15. Agreement for Services with All City Management Services for Crossing Guards
16. Approval of Change Order No. 7 – Hillview Middle School Increment 2 (Project No. 002-11-01) in the amount of \$79,519.00
17. Approval of Change order No. 1 – Final – Encinal School Interior Library Upgrades
18. Ratification of Agreement with Protection 1 to Provide Security and Fire Alarm Monitoring of School Facilities
19. Ratification of Initial Year of Pearson Inform Data Warehouse System and Accompanying Training
20. Approval of Consent Agenda

It was moved/seconded (Child/Hilton) and the Board unanimously (5/0) approved the Consent Agenda.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:58 p.m.

SIGNED: 

DATED: 8/11/12