

**APPROVED**

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

Regular Meeting  
September 13, 2011  
6.00 p.m.

181 Encinal Avenue  
Atherton, CA 94027

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:00 p.m. by President Maria Hilton. All members of the Board were present.

**CLOSED SESSION**

The Governing Board met in Closed Session regarding Anticipated Litigation (2 cases) as per subdivision (b) of Government Code Section 54956.9.

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

Board President Maria Hilton reported that that there were no actions taken in Closed Session.

**REVIEW AND AMEND AGENDA**

There were no amendments to the agenda.

**COMMENTS FROM THE AUDIENCE**

District parent Janet Goff presented some feedback related to the opening of Hillview Middle School and the development of anxiety over homework.

**REPORTS/DISCUSSION**

**SUMMER INSTRUCTIONAL PROGRAMS 2011**

Assistant Superintendent Jo Sauer Mitchell presented a report on the summer instructional programs offered by the District during June and July 2011. It was noted that the summer school programs were an extension of and reflected the support programs that are delivered to target students throughout the course of the regular school year. Reports were presented by Director Bets McKnight regarding Kindergarten Readiness, Grades 1-3 Early Intervention, and Grades 4-5 Remediation and Enrichment; Director Diane Matthews was in charge of the Special Education Half-day Extended School Year Program (ESY) for students with disabilities; and Kim Staff, Director of Grades 6-8 Focused Studies reported on her program that included targeted reading and writing skills. This year, the District's Grades 4-5 Remediation and Enrichment program partnered with Camp Galileo Learning which provided students with enriching science, engineering, art and outdoor programs.

## **DISCUSSION AND REPORT ON DISTRICT TESTING FOR 2010-11**

Assistant Superintendent Jo Sauer Mitchell presented a report focused on the results of STAR testing including state and federal accountability summaries for the 2010-11 school year. It was noted that reports will be made to the Board over the course of three meetings (September 13, October 11 and November 15) coinciding with the development of common district goals and school site plans. An analysis of equity goals at the district and school site levels will be a part of these presentations. Included in the report were California Standards Tests (CST) District Performance Levels for English/Language Arts and Mathematics; History/Social Science and Science and Performance Levels by Site. Each of the School Principals shared information concerning testing at each of their schools. Extensive discussion with the Board followed the presentation. Included in further information requested by members of the Board for another meeting was a comparison of Caucasian and Asian to other ethnic groups; progress being made by District students; the chronology of the achievement gap.

## **2011-12 RE-ENROLLMENT PROCESS AND LAUNCH OF INFOSNAP**

A report was made for the Board by Technology Director Jim Bowlby on the District's annual re-enrollment process for 2011-12. It was noted that this year the District contracted with *infosnap* the online system that provided a more efficient system for the collection and organization of student data. Mr. Bowlby said that a higher percentage of re-enrollment data was obtained and collected more quickly with the use of *infosnap*.

## **ENROLLMENT UPDATE (INCLUDING SPANISH IMMERSION) FOR THE 2011-12 SCHOOL YEAR**

Diane White, Chief Business Official, updated the Board on District Enrollment, including that of the Spanish Immersion program, for the 2011-12 school year. It was pointed out that as of September 7, 2011, actual enrollment was 2,710 and projected enrollment was 2,725, a difference of only 15 students.

## **ANNUAL REPORT ON COLLECTION OF DEVELOPER FEES**

Chief Business Official Diane White reported on the revenue and expenditures in Fund 25, Developer Fees for 2010-11. Mrs. White reported that the beginning balance was \$333,545.02 and the ending balance was \$492,680.33.

## **ACTION**

### **REVIEW AND APPROVAL OF REPORT ON ACTUAL REVENUE AND EXPENDITURES FOR 2010-11**

The report on the 2010-11 Unaudited Actuals was presented by Chief Business Official Diane White. This report is one of the most important financial reports because it demonstrates the fiscal conditions of the District at the close of books. It was noted by Mrs. White that, for the first time in six years, the District does have a deficit. The report included information on Revenue Sources, Expenditures, Per Pupil Expenditures, Site Expenditures, Special Education

## **REVIEW AND APPROVAL OF REPORT ON ACTUAL REVENUE AND EXPENDITURES FOR 2010-11 (continued)**

Costs, Staff Development, Property Taxes, Parcel Taxes, and Ending Fund Balance and comparisons with the previous school year. It was moved/seconded (Rich/Thygesen) and the Board unanimously (5/0) approved the Unaudited Actual Report for 2010-11.

## **PUBLIC HEARING AND ADOPTION OF RESOLUTION 11.12.4 – ASSURANCE OF COMPLIANCE: 2011-12 PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS INCENTIVE PROGRAM – ADEQUACY OF PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Board President Maria Hilton declared the Public Hearing open. Hearing no response from the audience, the hearing was declared closed.

It was moved/seconded (Rich/Lambert) and the Board voted unanimously (5/0) to adopt Resolution 11.12.4 *Assurance of Compliance – Adequacy of Pupil Textbook and Instructional Materials for 2011-12*. A roll call vote was taken.

## **BOND OVERSIGHT COMMITTEE MEMBER SELECTION**

Facility Director Ahmad Sheikholeslami explained the duties and responsibilities of the Bond Oversight Committee. He noted that the Committee consists of seven (7) members appointed by the Board of Education and that a member must be a resident of the District, at least eighteen (18) years of age and may not be an employee, an official of the District, or a vendor, consultant or contractor for the District. The term for membership is two years and a member cannot serve for more than two terms. Currently two members, Mark Gilles (Parent) and Mary Beth Suhr (Parent) are terming out. Cover letters and resumes from seven (7) parents were presented for the Board's consideration. Following discussion, it was the consensus of the Board that the Superintendent designate an Advisory Committee to review the material submitted by the candidates and present its recommendation of two candidates for the Board's approval at its October 11<sup>th</sup> meeting. Board members Terry Thygesen and Jeff Child were appointed by Superintendent Ghysels to serve as the advisory committee.

## **RESOLUTION 11.12.5 CREDENTIAL ASSIGNMENTS**

Should there be a need to assign certificated personnel outside of their credential authorization, the District must have a resolution in place to accommodate this. It was moved/seconded (Rich/Child) and the Board voted unanimously to adopt Resolution 11.12.5, *Assignment of Certificated Personnel Outside of their Credential Authorization*. A roll call vote was taken.

## **STAFF REPORTS**

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

Assistant Superintendent Jo Sauer Mitchell provided a report about the Summer Mathematics Lab, a professional development event held at Encinal School in June 2011. Joan von der

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

Linder, Encinal Vice Principal, provided details about objectives, outcomes and student and teacher feedback

## **CHIEF BUSINESS OFFICIAL'S REPORT**

Diane White, Chief Business Official did not have a report.

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

A presentation was made by Facility Director Ahmad Sheikholeslami and color consultant Jen Novak of colors that have been selected for the new Hillview Middle School. Board approval of these selections was requested. The Board reviewed the "color boards" and extensive discussion followed. Concern was indicated over some of the color recommendations.

## **SUPERINTENDENT'S REPORT**

Superintendent Maurice Ghysels reported that he has been working on the development of the District Goals, meeting with District Principals regarding the goals for the District and how they will translate at the school sites. He noted that he recently toured Ravenswood School District to become more familiar with it and also visited at met with administrators at the Boys and Girls Club. Superintendent Ghysels noted that he attended PTO Coffees at both Encinal and Oak Knoll and enjoyed speaking with the parents.

## **SCHOOL BOARD REPORT**

Board Member Laura Rich reminded Board Members of the San Mateo County School Boards Association (SMCSBA) Dinner on September 19 at the Doubletree Hotel in Burlingame. Mrs. Rich said that she and Superintendent Ghysels are planning to attend the dinner meeting and encouraged other members of the Board to attend.

## **CONSENT AGENDA**

1. School Board Regular Meeting Minutes of August 23, 2011
2. Vendor Warrants (July and August 2011) and Agreements for Services
3. Certificated Personnel Report: Employment: Corey Walter, 0.15 FTE, Temporary, Effective 8/29/11
4. Amy Austin, Alicia Flynn, Nina Nulman, Ashley Petrick and Jessica Schmidt were reclassified from Temporary to Probationary teachers
5. Classified Personnel Order: Employment: Gina Andrighetto, School Secretary, 6 hours daily, effective 8/17/11; Perla Galeno, Instructional Aide, Bilingual, 0.75 hour daily, effective 8/19/11; Tracy Gray, Instructional Aide, 2 hours daily, effective 8/22/11; Tracy Gray, Playground Supervisor, 1 hour daily, effective 8/22/11; Lupita Montoya, Instructional Aide, Bilingual, 0.9167 hour daily; effective 8/19/11; Corey Walter, Instructional Aide, 3 hours daily, effective 8/19/11; Corey Walter, Playground Supervisor, 0.75 hour daily, effective

**CONSENT AGENDA** (continued)

8/19/11; Michelle Zarco, Instructional Aide, Bilingual, 2 hours daily, effective 8/29/11; Michelle Zarco, Playground Supervisor, 1 hour daily, effective 8/29/11. Resignation: Gina Andrighetto, Instructional Aide, 3 hours daily, effective 6/30/11; Gina Andrighetto, Playground Supervisor, 0.417 hour daily, effective 6/30/11; Jodi Prior, Instructional Aide, 1.75 hours daily, effective 8/24/11; Jodi Prior, Playground Supervisor, 1.50 hours daily, effective 8/24/11

6. New Teacher Center Services Agreement
7. Resolution 11.12.6 Establishment of the GANN Appropriations Limit
8. 2011-2012 SMEdCenter Portal District Agreement
9. Ratification of Contracts with Thyssenkrupp Elevator
10. Approval of Consent Agenda

It was moved/seconded (Rich/Lambert) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolution 11.12.6.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 11:04 p.m.

SIGNED:



DATED:

10/11/11