

APPROVED

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

Regular Meeting
August 23, 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 Public Employee discipline/Dismissal/Release as per Government Code 54957.

RECONVENE OPEN SESSION/ANNOUNCEMENT OF ACTION TAKEN

Board President Maria Hilton reported that it was the unanimous decision of the Board to approve the dismissal of a probationary employee.

REVIEW AND AMEND AGENDA

There were no amendments to the agenda.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

REPORTS/DISCUSSION

RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES

Human Resource Manager Kathryn Christopherson reported that a total of 19 new certificated employees were hired by the District for the 2011-12 school year to accommodate retirements, resignations and other separations as well as growth of enrollment. New certificated staff hired for 2011-12 and their positions include the following: Encinal School: Krystina Kimes, part-time school nurse; Lucia Nestler, new kindergarten immersion teacher; both Esme Collier and Sasha Vargas, 3rd grade immersion; Marilyn Camper, Alicia Flynn and Jessica Schmidt, 5th grade. Laurel School: Marlene Lehman, 2nd grade immersion teacher; Meltonia (Toni) Esther-Zubowski, physical education; Rachel Hartwig, classroom music. Oak Knoll School: Amy Austin, kindergarten; Jayd Almquist, new art teacher; Shantal De Silva, speech and language therapist. Hillview Middle School: Danielle Ireland, 7th grade language arts/social studies; Arion Espinoza,

RECRUITMENT AND SELECTION OF NEW CERTIFICATED EMPLOYEES (continued)

6th grade science; Heiko Ritter, 7th grade science; Brian Darmanin, new student government and broadcasting; and Katherine Salem, physical education.

In discussion, the Board expressed an interest in the District's recruitment process and in understanding appropriate credentialing for some of Hillview Middle School's positions. It was noted that best practices in hiring teachers will be a focus of the District.

ACTION

SECOND READING/ADOPTION OF POLICY 3470 – FUND BALANCE

Board Policy 3470 Fund Balance had a first reading at the June 14 Regular Meeting of the Governing Board. The policy meets a new requirement of GASB 54 for reporting unrestricted fund balance in the General Fund financial statements. It was moved/seconded (Rich/Lambert) and the Board unanimously (5/0) voted to adopt Board Policy 3470.

REVIEW AND CONFIRMATION OF BOARD MEMBER ASSIGNMENTS

The Board reviewed Board Member assignments that were approved at its December 7, 2010 Annual Organization Meeting. By consensus, following are the assignments that will be effective through December, 2012:

District:

- PTO Council – Maria Hilton, Laura Rich
- District Advisory Council – Jeff Child
- Menlo Park Atherton Education Foundation – Maria Hilton, Laura Rich
- Negotiations – MPEA (Certificated) – Laura Rich, Maria Hilton
- Negotiation – 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 – Maria Hilton, Laura Rich

School:

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

It was suggested that the Board have a further discussion regarding its liaison assignments at its Board Retreat which is scheduled for September 22.

NOMINATION FOR CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DIRECTORS-AT-LARGE, AMERICAN INDIAN, BLACK AND COUNTY

The Board did not have a nomination for the California School Boards Association (CSBA) Directors-At-Large, American Indian, Black and County.

STAFF REPORTS

ASSISTANT SUPERINTENDENT'S REPORT

Assistant Superintendent Jo Sauer Mitchell summarized opening of school activities, that included FOSS Training for new and grade level changing teachers; orientation to *Everyday Mathematics* for K-5 teachers; orientation for new teachers, the highlight of which was a bus tour of the neighboring Ravenswood School District; New Teachers Instructional Technology Workshop; a collaboration day for all teachers; the all District breakfast and meeting; CELDT Training for the EL Team; staff development for classified staff. Administrators highlighted specifics of activities at each of the District's four schools.

REPORT OF CHIEF BUSINESS OFFICIAL

Chief Business Official Diane White gave a brief report on enrollment, the new *infosnap* program being used to confirm student re-enrollment data, the National Lunch Program and the effects of the Class Size Reduction Program on the District.

REPORT BY DIRECTOR OF FACILITY PLANNING AND CONSTRUCTION

Facility Director Ahmad Sheikholeslami reported on the construction schedule and progress in the District, payments-to-date and Change Orders, project phasing at Hillview Middle School, and a general update of progress at Hillview. Mr. Sheikholeslami noted that the August 16 meeting with neighbors of Hillview was very productive. A "Golden Beam" celebration to acknowledge steel erection is being planned for 3:00 p.m. on September 8. Board Members were invited to attend. Mr. Sheikholeslami said that he will be presenting an update of the District Facility Budget soon.

SUPERINTENDENT'S REPORT

Superintendent Maurice Ghysels noted that on the opening day of school, he began the day at Oak Knoll School and visited each school in the District. He said it was a very successful opening and that he enjoyed seeing the parents and children. Dr. Ghysels reported that he met recently with Menlo Park Mayor Richard Cline. It is planned that Dr. Ghysels will get together soon with Mayor Cline and Menlo Park's Chief of Police to discuss traffic safety. Superintendent Ghysels said that Oak Knoll Vice Principal Kristin Gracia will represent the District on a County Task Force regarding the Report of the San Mateo County Grand Jury on Bullying. He noted that the District is working with the National Equity Program with a

SUPERINTENDENT'S REPORT (continued)

focus on equity and achievement. Superintendent Ghysels announced Encinal School's Back-to-School Night on August 25 and said that a Special Board Meeting, Closed Session, is being planned to address goal setting with the Board.

SCHOOL BOARD REPORT

Board Member Jeff Child congratulated Oak Knoll Principal David Ackerman on his completion of the Alcatraz Swim this summer. With the Recology contract on the agenda, Mr. Child also asked a question about Oak Knoll School's composting of organic waste. Principal David Ackerman and Vice Principal Kristin Gracia noted that organic waste is composted into the Oak Knoll garden. Board Vice President Laura Rich noted that she and the Region 5 Delegates are planning a CSBA lobbying effort for Region 5 which incorporates San Mateo and San Francisco counties. A round-table discussion for Board Members and Superintendents will be held soon featuring state and federal representatives.

CONSENT AGENDA

1. School Board Regular Meeting Minutes of June 14, 2011
2. School Board Special Meeting Minutes of June 21, 2011
3. School Board Special Meeting Minutes of July 10, 2011
4. School Board Special Meeting Minutes of August 17, 2011
5. Vendor Warrants – June 2011
6. Certificated Personnel Report: Employment: Jayd Almquist, 1.0 FTE, Probationary, effective 8/16/11; Amy Auystin, 1.0 FTE, Probationary, effective 8/16/11; Alicia Flynn, 1.0 FTE, Temporary, effective 8/16/11; Danielle Ireland, 1.0 FTE, Probationary, effective 8/16/11; Krystina Kimes, 0.4 FTE, Temporary, effective 8/16/11. Resignation: Tara Hassett, 0.50 FTE, Permanent, effective 6/16/11.
7. Classified Personnel Order: Employment: Kimberlee Go, District Secretary, Facilities, 8.0 hours daily, effective 6/27/11. Resignation: Cathy Bell, Playground Supervisor, 1.0 hour daily, effective 8/16/11.
8. Approval of Contract between Notre Dame De Namur University and the Menlo Park City School District to Place Student/Intern Teachers and Administrative Interns
9. San Francisco State University Student Teaching Agreement
10. Resolution 11.12.1 Opening and Maintaining Deposit Accounts and Services
11. Ratification of District Response to San Mateo County Grand Jury Report
12. Denial of Claim for Personal Injuries
13. Ratification of Extension of CECC Agreement
14. Agreement for Services between the Menlo Park City School District and Ida Lynn Cowart for presenting a workshop on Everyday Mathematics for new teachers
15. Approval of Contract with Recology
16. Change Order No. 1 Hillview Middle School Increment Two, Overaa & Co.
17. Notice of Completion, Hillview Middle School – Removal of Contaminated Soil Project MPCSD #002-11-02
18. Approval of Consulting Services, Lea and Braze Engineering, Inc., Civil Engineering and Storm Water Pollution Prevention Plans
19. Approval of Consent Agenda

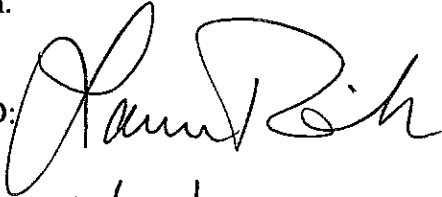
CONSENT AGENDA (continued)

It was moved/seconded (Rich/Child) and the Board unanimously (5/0) approved the Consent Agenda. A roll call vote was taken for Resolution 11.12.1.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:42 p.m.

SIGNED:

A handwritten signature in black ink, appearing to read "Paul Rich". The signature is written in a cursive style with a large initial "P".

DATED:

9/13/11