



**BOARD OF EDUCATION REGULAR MEETING**

**UNAPPROVED MINUTES**

**November 09, 2016 6:00 PM**

Hillview Middle School  
Performing Arts Center (PAC)  
1100 Elder Avenue  
Menlo Park, CA 94025

**Attendance Taken at 6:02 PM:**

**Present:**

Jeff Child  
Maria Hilton  
Stacey Jones  
Joan Lambert  
Terry Thygesen

**I. 6:00 P.M. CALL TO ORDER & ROLL CALL**

**Minutes:**

Board President Jeff Child called the meeting to order at 6:02 p.m. All members of the Board were present.

**II. 6:05 P.M. SPECIAL RECOGNITION**

**II.a. Oak Knoll Students present the Oak Knoll Motivated Me Challenge (15 minutes)**

**Quick Summary:**

Oak Knoll students will be sharing about the Oak Knoll Motivated Me Challenge and the many ways they earn badges for stretching their brain, showing compassion and making the community better.

**Minutes:**

Oak Knoll students shared the connection between Oak Knoll's mission statement and the Motivate Me Challenge. Principal Gracia's two daughters explained how the Challenge works, the process and goals. Oak Knoll students shared their experiences and how they and their class can earn badges.

**II.b. Menlo Park-Atherton Education Foundation wins the Menlo Park Chamber of Commerce Golden Acorn Award for Community Service (5 minutes)**

**Quick Summary:**

The District is acknowledging the Menlo Park-Atherton Education Foundation (MPAEF), which raises funds for the District, for receiving the Menlo Park Chamber of Commerce Golden Acorn Award for Community Service.

**Minutes:**

The Board acknowledged The Menlo Park-Atherton Education Foundation (MPAEF) for receiving the Menlo Park Chamber of Commerce Golden Acorn Award for Community Service. MPAEF's Co-President Alka Gupta was present, and thanked the Board for recognizing the contribution the Foundation makes to MPCSD and the larger MPCSD community.

**II.c. Congratulating Erik Burmeister for Position of Superintendent, Beginning July 1, 2017 (15 minutes)**

**Quick Summary:**

The Board would like to congratulate Erik Burmeister as the District's new Superintendent beginning July 1, 2017 followed by a reception with the Board, Staff and the Community.

**Minutes:**

The Board congratulated current Assistant Superintendent Erik Burmeister for his new role as Superintendent beginning July 1.

Mr. Burmeister addressed the Board, and thanked them for the honor of being MPCSD's next Superintendent. He looks forward to working closer with the Board and continuing to serve MPCSD students, staff and the entire MPCSD community.

**III. 6:40 P.M. REVIEW AND AMEND THE AGENDA**

**Quick Summary:**

Amendments to the agenda can be made at this time.

**Minutes:**

There were no amendments to the agenda.

**IV. 6:45 P.M. COMMENTS FROM THE AUDIENCE**

**Quick Summary:**

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:**

There were no public comments for items not on the agenda.

## **V. 7:00 P.M. REPORTS / DISCUSSION**

### **V.a. Summary of Community Input Regarding Potential Reductions & Parcel Tax (45 minutes)**

#### **Quick Summary:**

Assistant Superintendent, Erik Burmeister, will report to the Board on behalf of the Superintendent's Advisory Committee on Communication a summary of the input received from Board meeting public comments, online feedback form, and email venues. Mr. Burmeister will also provide a preliminary check-in on the results of the Panorama Community Survey for consideration. The Superintendent's Advisory Committee on Communication will submit to the Board for public record: transcripts of public input sessions held on September 27, October 24 and October 25, data and comments received from the 469 submitted online input forms, and copies of input received via email.

#### **Minutes:**

Assistant Superintendent Erik Burmeister began by thanking the members of the Superintendent's Advisory Committee on Communications.

Mr. Burmeister presented Input and Summary Findings from the Community Regarding Structural Deficit. Information included:

- An Executive Summary
- A Presentation of Summary Findings
- Detailed Statistical Results from Online Input Form
- Individual Input to Board from Online Input Form
- Individual Input to Board from Emails
- An example of the Structural Deficit Online Input Form

Additional highlights of Mr. Burmeister's report:

- Went live to the MPCSD's website to show the community where the Structural Deficit FAQs is posted, and explained that the FAQs is a live document and updated often.
- Explained the situation regarding the "non return address survey" and at Panorama's (vendor) cost, surveys will go out again to all registered voters and will include MPCSD's logo, return address, etc. The survey submission deadline has been changed to December 9. Also, shared how Panorama keeps community members personal information confidential.
- Reviewed some very preliminary survey results from the community online survey. "Very preliminary" but wanted to show the Board and the community what type and how in-depth the data shows.

The following members of the audience addressed the Board:

Vincent Lopez, MPEA President

Kimberly Gehant

Vic Vuchic

Jarrold Coombs, CSEA President

### **V.b. Early Teacher Retirement Incentive (15 minutes)**

**Quick Summary:**

Assistant Superintendent, Erik Burmeister, will report to the Board the results of an informal survey of all "eligible" candidates for a potential Early Teacher Retirement Incentive. Burmeister will share with the Board the interest level for an Early Retirement Incentive among current teachers and is sufficient to actually save the district money over the short and long term. Board will discuss and provide direction to staff.

**Minutes:**

Assistant Superintendent gave a brief overview of the early teacher retirement incentives, which was sent to all teachers, and reported the interest level among our current teachers.

Chief Business and Operations Officer Ahmad Sheikholeslami explained the financials around the incentives and how the District reached the number "17" for the District to save money.

Board members Child and Hilton asked for scenarios such as comparing a new veteran teacher vs a new teacher to see how each incentive would look.

Board members weighed in on the various options.

**V.c. Superintendent Ghysels will present MPCSD's Board Report and Analysis on Proposed Reductions and Options for Funding Amounts and Timeline for a Possible Parcel Tax Election (120 minutes)****Quick Summary:**

As a follow up to the October 18, 2016 Board meeting when staff presented its preliminary recommendations on reductions and received directions from the Board, this Board Report and Analysis on Proposed Reductions is a joint effort of the Superintendent and members of his Cabinet to present the Board and public with a historical review of MPCSD's financial, academic, and programmatic evolution over the last ten years. The Report also includes the requested prioritized reduction recommendations set against different levels of potential parcel tax funding, the process and timeline for potential parcel tax, and planning considerations for staff reductions. With the proper context and history, it is expected that the Board will be able to effectively inform the public and engage in a deliberative and transparent discussion process resulting in decisions and directions for staff regarding next steps to address the District's structural deficit.

**Minutes:**

Superintendent Ghysels and Assistant Superintendent Erik Burmeister presented a Board Report: Analysis on Proposed Reductions. The following information was included in the report:

- Reviewed of Planning and Input Process
- Long Range Financial Model and Planning
- Organizational Review and Budget Reserve Analysis
- District's Financial Stewardship
- Enrollment and Educational Value
- Framework on Reductions
- 2016-17 Reductions of \$900,000 Review
- Prioritization of Reductions and Considerations of Parcel Tax
- Parcel Tax Timing and Process
- Process and Timeline for Potential Staffing Reductions

Following the presentation, the Board engaged in a lengthy discussion about the possibility of putting a parcel tax measure on the March ballot in an attempt to address the District's Structural Deficit and balancing the budget before forced to give layoff notices.

They reviewed five scenarios ranging from the passage of a new \$515 per parcel tax requiring no budget cuts, to not replacing the parcel tax that expires on June 30, 2017, which requires \$4.5 million in budget cuts over the next three school years.

In addition to the in-depth presentation, the Board also reviewed transcripts of all public comments received to date, public comments submitted via online and at Board meetings.

The following members of the audience addressed the Board:

Jayd Almquist  
Sherri Biondi  
Tracy Piombo  
Nora Singer  
Scott Hinshaw  
Stacey Wueste  
Katherine Glass  
Aimee Mathenia  
Lynn Cox  
Joe Giarrusso  
Christa West  
Sherwin Chen  
Alka Gupta  
Vic Vuchic  
Nate Viotti  
Juliana Jones  
Michele Fabrega  
Syndey Fabrega

The Board explained the decision to approve a measure is complicated by the recent Board elections. The Board will have two new Board members beginning in December which is very close to the deadline to submit a resolution to the County for a March parcel tax election.

Members of the current Board agreed that they want the new Board members to approve of the timing and amount of any parcel tax.

The board is scheduled to meet again on November 30 to approve details of a measure that would appear on the March 7, 2017 ballot.

## **VI. 10:00 P.M. DISCUSSION / ACTION**

### **VI.a. Videotaping of Board Meetings (10 minutes)**

#### **Quick Summary:**

Assistant Superintendent, Erik Burmeister, will report to the Board on behalf of the Superintendent's Advisory Committee on Communication regarding the costs, timeline, and

logistics of videotaping and/or live streaming all future Board meetings for access by the public any time via the internet. Board will discuss and provide direction to staff.

**RECOMMENDED ACTION:** Depending on the Board's discussion and direction, the Board may take action on videotaping and/or live streaming all future Board meetings.

**Motion Passed:** Passed with a motion by Stacey Jones and a second by Joan Lambert.

Yes Jeff Child

Yes Maria Hilton

Yes Stacey Jones

Yes Joan Lambert

Yes Terry Thygesen

**Minutes:**

Assistant Superintendent reviewed information about video taping and said the cost will be around \$10,000. to add video taping capabilities to the District's TERC building.

It was moved/seconded (Jones/Lambert) and the Board voted unanimously (5/0) to approve the video taping of all Board meetings.

Superintendent Ghysels stated video taping will begin at the next Board meeting on November 30 and meetings will continue to be held at Hillview until the District's TERC building is up and running.

**VII. 10:10 P.M. STAFF REPORTS TO THE SCHOOL BOARD**

**Minutes:**

Staff and Board members did not report due to time constraints.

**VII.a. Assistant Superintendent's monthly report**

**VII.b. Director of Student Service's monthly report**

**VII.c. Chief Business and Operations Officer's monthly report**

**VII.d. Superintendent's monthly report**

**VII.e. Members of the School Board's monthly report**

**VIII. 10:20 P.M. CONSENT AGENDA**

**Minutes:**

Item a. No items were removed from the Consent Agenda.

Item b. - Item h. were approved by the Board.

Item i. The Board approved the consent agenda. See minutes under Item i. for Board approval and vote.

## **VIII.a. Removal - Items from Consent Agenda**

### **Quick Summary:**

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.

## **VIII.b. Approval of Classified Personnel Order**

## **VIII.c. Approval of Student Services Agreements**

## **VIII.d. Approval of Vendor and Employee Reimbursement for October 2016**

## **VIII.e. Adoption of Resolution No. 16.17.07 Budgetary Increases and Transfers**

## **VIII.f. Approve Board Meeting Minutes for September and October 2016**

## **VIII.g. Approval of Change Order No. 9 for the Laurel School Upper Campus Project in the amount of \$37,478**

### **Comments:**

Change Order No. 9 includes additional work not identified in the original contractor scope of service. Included in the change order are additional/revised work as required by the Architect and District. Total change order to date including Change Order No. 9 is \$672,321. This represents 2.62% of the total contract amount and is within the change order contingency amount. The project is approximately 96% complete. Not included in this change order is any negotiated time extensions for the revised project completion and additional work. These cost will be included in a future change order. Funding: Bond Funds Recommendation: Approval of Change Order No. 9 in the amount of \$37,478

## **VIII.h. Approval of Agreement between Swing Education and MPCSD for Guest Teacher Services**

## **VIII.i. Approval of Consent Agenda**

### **Quick Summary:**

**RECOMMENDED ACTION:** The Board approves the Consent Agenda. A roll call vote will be taken for any resolutions.

**Motion Passed:** Passed with a motion by Maria Hilton and a second by Stacey Jones.

**Yes** Jeff Child  
**Yes** Maria Hilton  
**Yes** Stacey Jones  
**Yes** Joan Lambert  
**Yes** Terry Thygesen

**Minutes:**

It was moved/seconded (Hilton/Jones) and the Board voted unanimously (5/0) to approve the Consent Agenda. A roll call vote was taken for Resolution No. 16.17.07.

**IX. WRITTEN COMMUNICATIONS**

**Quick Summary:**

The Board received the following written communications: San Mateo County Treasurer - Monthly/Quarterly Investment Report, September 2016

**X. FUTURE MEETINGS**

**Quick Summary:**

The next Regular meeting of the Board is Tuesday, December 13, 2016 at 6:00 p.m. and will be held at Hillview Middle School PAC, 1100 Elder Avenue, Menlo Park.

**Minutes:**

The next meeting of the Board will be a Special Board meeting on Wednesday, November 30, 2016 and will be held at Hillview Middle School PAC, 1100 Elder Avenue, Menlo Park.

The next Regular meeting of the Board is Tuesday, December 13, 2016 and will be held at Hillview Middle School PAC, 1100 Elder Avenue, Menlo Park.

**XI. 10:30 P.M. ADJOURNMENT**

**Minutes:**

There being no further business to come before the Board, the meeting was adjourned at 11:52 p.m.

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Board President/Vice President

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Superintendent