



BOARD OF EDUCATION REGULAR MEETING
UNAPPROVED MINUTES

December 13, 2016 5:30 PM

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

Attendance Taken at 5:32 PM:

Present:

David Ackerman
Stacey Jones
Joan Lambert
Caroline Lucas
Terry Thygesen

I. 5:30 P.M. CALL TO ORDER & ROLL CALL

Minutes:

Board President Stacey Jones called the meeting to order at 5:32 p.m. All members of the Board were present.

II. 5:35 P.M. CLOSED SESSION PUBLIC COMMENTS

Quick Summary:

Anyone wishing to address the Board regarding Closed Session items may do so at this time. 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. 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 Closed Session items.

III. 5:40 P.M. CLOSED SESSION

Quick Summary:

CONFERENCE WITH LABOR NEGOTIATOR (Cal. Gov't Code 54957.6) Agency designated representative: Maurice Ghysels Employee organization(s): All bargaining units (MPEA, CSEA, Unrepresented Employees) Closed Session will resume after Open Session if needed.

Minutes:

The Board adjourned to Closed Session regarding:

CONFERENCE WITH LABOR NEGOTIATOR

(Cal. Gov't Code 54957.6)

Agency designated representative: Maurice Ghysels

Employee organization(s): All bargaining units (MPEA, CSEA, Unrepresented Employees)

IV. 6:00 P.M. RECONVENE IN OPEN SESSION / REPORT ANY ACTION

Quick Summary:

Any action taken in Closed Session will be reported out by the President of the Board.

Minutes:

The Board reconvened in Open Session at 6:02 p.m. and Board President Stacey Jones reported that no actions were taken in Closed Session.

V. 6:05 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.

VI. 6:10 P.M. SPECIAL RECOGNITION

VI.a. Encinal's 'New Game' Team Overview and Student Highlights (10 minutes)

Quick Summary:

Encinal Principal, Sharon Burns, will introduce Encinal's 'New Game' team. 'New Games' is a lunch/recess social skill and pragmatics group offered by a multi-specialist team at Encinal. Colleagues Jen Speer (SLP), Karin Bloom (counselor) and Amy Gee (PE teacher) meet weekly with twelve 2nd and 3rd graders and their 5th-grade leaders. Tonight we will feature our 'New Game' student leaders who generously give of their time and talent to support their younger Eagles friends.

Minutes:

Encinal students; Owen, James and Jude explained Encinal's 'New Game' Team.

VI.b. Congratulating Laurel Student, Shawnak Shivakumar, who won the California State Championship Chess Tournament (5 minutes)

Quick Summary:

Shawnak Shivakumar, an 8-year old third grader at Laurel School, is the 2016 third-grade California State Champion Chess Player. Shawnak won a CalChess (part of the United States Chess Federation) tournament at the Alameda County Fairgrounds on December 4, 2016.

Minutes:

Laurel student, Shawnak Shivakumar, shared his experience participating in the California State Championship Chess Tournament.

VI.c. Honoring Certificated and Classified Retirees (15 minutes)

Quick Summary:

Certificated Retirees: Honoring Retiree Kristine McColloch (27 years of service) Oak Knoll Honoring Retiree Cheryl Perez (11 years of service) Hillview Classified Retirees: Honoring Retiree Lois Nissman (16 years of service) Encinal and District Office

Minutes:

The Board honored the following certificated and classified retirees:

KRISTINE MCCOLLOCH

Oak Knoll Principal, Kristen Gracia, and Vice Principal, Leah Kessler, shared memories and reflected on Ms. McColloch 27 year career with the District. Board members Terry Thygesen, David Ackerman, and Caroline Lucas also commented about Ms. McColloch.

CHERYL PEREZ

Hillview Principal, Willy Haug, along with Assistant Superintendent, Erik Burmeister, recognized and thanked Ms. Perez for her years of service to MPCSD.

LOIS NISSMAN

Chief Business and Operations Officer, Ahmad Sheikholeslami, shared highlights of Ms. Nissman's contribution to MPCSD for the last 16 years. Board members Terry Thygesen and David Ackerman also commented about their experiences with Ms. Nissman.

VI.d. Resolution Nos. 16.17.10 and 16.17.11 In Honor of Jeff Child and Maria Hilton for their Service on the Menlo Park City School District Governing Board (15 minutes)

Quick Summary:

Mr. Jeff Child and Mrs. Maria Hilton have been tremendous assets to the Menlo Park City School District. Mr. Child has served the Board since 2006, and Mrs. Hilton has served the Board since 2008. Their leadership has been an integral part in creating an excellent school district and providing our students with an outstanding learning experience.

RECOMMENDED ACTION: The Board adopts Resolution No. 16.17.10 honoring Jeff Child and Resolution No. 16.17.11 honoring Maria Hilton for their service on the Menlo Park City School District Governing Board.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Joan Lambert.

- Yes David Ackerman
- Yes Stacey Jones
- Yes Joan Lambert
- Yes Caroline Lucas

Yes Terry Thygesen

Minutes:

Maria Hilton's husband Skip read Resolution No. 16.17.10 Honoring Mrs. Maria.

Jeff Child's wife Diane read Resolution 16.17.11 honoring Mr. Child.

Joan Dentler, a representative from Senator Jerry Hill's office, thanked Mrs. Hilton and Mr. Child for their service on the Menlo Park City School Board.

Maria Hilton's sons, David and Peter, expressed their sincere admiration for their mother and the work she's done for the last either years as a member of the School Board. They said their mother's hard work, compassion and dedication was for the sole purpose of improving the lives and educational experience of the students in MPCSD.

Maria Hilton's husband Skip read a statement from Ms. Hilton's eldest son Henry who is off at college but wanted to share his thoughts about his mother. Mr. Hilton also applauded his wife for not only her work within MPCSD but also her continued efforts trying to improve education for young people from Ravenswood to M-A High School.

Jennifer Bester commented on both Maria Hilton and Jeff Child, shared stories about their history, and thanked them for their dedication.

Ted Shline, District parent as well as a friend of Mrs. Hilton and Mr. Child, amazed by their intellectual curiosity and intellectual honesty, and thanked them for what they did for District children and the community.

Board member Terry Thygesen shared her thoughts working with Mrs. Hilton and Mr. Child during her time as Foundation co-chair with Mrs. Hilton and also as the 2003 parcel tax campaign co-chair with Mr. Child. Mrs. Thygesen thanked them for their work over the years, and for being wonderful colleagues.

Board member Joan Lambert recognized Mrs. Hilton and Mr. Child for their professionalism and always putting the kids in the District first.

Superintendent Ghysels praised Mrs. Hilton and Mr. Child for their attributes and qualities.

Mrs. Hilton and Mr. Child addressed the Board, reflected on their time served, shared their thoughts about the MPCSD community, and thanked members of the Board and staff. Mrs. Hilton and Mr. Child created a grant for innovation and leadership that will be launched rolled out at the end of this school year. The grant will be for educators who demonstrate exemplary leadership and innovation.

It was moved/seconded (Thygesen/Lambert) and the Board voted unanimously (5/0) approved Resolution Nos. 16.17.10 and 16.17.11 Honoring Maria Hilton and Jeff Child for their service on the Menlo Park City School District Board of Education. A roll call vote was taken.

VII. 7:00 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.

VIII. 7:15 P.M. REPORTS / DISCUSSION

VIII.a. K-5 ELA/ELD Adoption Background and Review Process (15 minutes)

Quick Summary:

Director of Curriculum and Instruction, Jennifer Kollmann, will provide information on the elementary ELA/ELD adoption pilot process and will discuss the rationale for the proposed partial ELA adoption of Teachers College Readers and Writers Workshop Program (TCRWP) Units of Study and the adoption of HMH Intervention Solutions (formerly Scholastic, Inc.) California English 3D Course A and Course B System for grades 4-8. Staff will recommend a proposal for the Board to adopt TCRWP Readers and Writers Workshop Units of Study for Grades K-5 as the core component to our ELA adoption and English 3D California English 3D Course A and Course B System for grades 4-8. Per Board policy, the community and parents are given an opportunity to review the material, which is available for viewing at the District office, 181 Encinal Avenue, Atherton. For additional information please see the California Department of Education (CDE) Adopted ELD/ELD Programs webpage, <http://www.cde.ca.gov/ci/rl/im/sbeadoptedelaeldprogs.asp>

Minutes:

Director of Curriculum and Instruction, Jennifer Kollmann, and teachers Lela Ward and Jacki Cebrian presented information on the elementary ELA/ELD adoption pilot process.

VIII.b. Data Integrity Project Update (15 minutes)

Quick Summary:

Coordinator of Data and Assessment, Sandy Pugliano will provide an update on newly developed procedures for collecting and maintaining accurate race and ethnicity data that is reported to CALPADS (California Longitudinal Pupil Achievement Data System).

Minutes:

Coordinator of Data and Assessment, Sandy Pugliano, presented information on new procedures for reporting specific student data to CALPADS.

VIII.c. Superintendent Ghysels will present to the Board recommendations for reductions to MPCSD's Budget beginning in 2016-17 in the event that the parcel tax, Resolution No. 16.17.08, fails to receive a two-thirds "yes" vote on March 7, 2017 election. (45 minutes)

Quick Summary:

The Board unanimously approved Resolution No. 16.17.08 on December 5, 2016 to place a parcel tax in the amount of \$360 per parcel on the March 7, 2017 ballot. This parcel tax will replace our expiring Measure C \$207 parcel tax and is meant to help the District address its ongoing structural deficit, continued enrollment growth and increased state-mandated pension contributions. This new parcel tax measure, if passed by a supermajority of two-thirds of the voters, will have a term of 7 years. However, if the parcel tax receives fewer than a "yes" vote by two-thirds of the voters, the District must execute reductions beginning in the 2017-18 school year. Superintendent Ghysels will present these recommendations for reductions based on his recommendations to the Board and Board discussions at the following Board meetings: 9/13, 9/20, 9/27, 10/18, 10/24, 10/25, 11/9, 11/17, 11/30 and 12/5. The Board will also be informed about the timeline of action for reductions and the Board may provide staff with additional direction.

Motion Passed: Passed with a motion by Caroline Lucas and a second by David Ackerman.

Yes David Ackerman
Yes Stacey Jones
Yes Joan Lambert
Yes Caroline Lucas
Yes Terry Thygesen

Minutes:

Superintendent Ghysels presented a Board Report: Reduction Recommendations with or without May 2016 Parcel Tax (Presentation is available on MPCSD's Agenda OnLine.):

- Ongoing reduction recommendation already made for this year, 2016-17
- Permanent reduction recommendations regardless of parcel tax outcome (year 1 and 2)
- Additional Expenditure Replacement Recommendations
- Total savings regardless of parcel tax outcome
- Reduction Recommendations if parcel tax fails
- Bottom line reductions with and without parcel tax
- Community input process and adherence to Negotiations

Following the presentation, the Board engaged in a discussion, reviewed the year to year reduction recommendations, and compared the various scenarios presented.

The following members of the audience addressed the Board:

Jennifer Bestor
Scott Saywell

VIII.d. Annual Report of Developer Fees (5 minutes)

Quick Summary:

Developer fees are collected on commercial and residential projects in our District. These funds are allowed to be expended on facility cost related to enrollment growth. Total monies in the fund at the end of 2015-16 fiscal year was \$1,452,132. Over \$1M of this money is planned to be spent on the construction of the Laurel School Upper Campus in the 2016/17 Adopted Budget.

Minutes:

Chief Business and Operations Officer, Ahmad Sheikholeslami, presented the Developer Fees for 2015-16.

IX. 8:35 P.M. DISCUSSION / ACTION

IX.a. Certification of First Interim Report on District Budget for 2016-17 (45 minutes)

Quick Summary:

Chief Business and Operations Officer, Ahmad Sheikholeslami, will present the First Interim Report for the 2016-17 Budget. The report must be filed with the County Office of Education by December 15, 2016. **RECOMMENDED ACTION:** The Board approves the First Interim Report for the 2016-17 Budget.

Motion Passed: Passed with a motion by Caroline Lucas and a second by David Ackerman.

Yes David Ackerman

Yes Stacey Jones

Yes Joan Lambert

Yes Caroline Lucas

Yes Terry Thygesen

Minutes:

Chief Business and Operations Officer Ahmad Sheikholeslami presented the First Interim Report on the District's Budget for 2016-17. (Presentation is available on MPCSD's Agenda OnLine.)

The report included a first interim summary of revenues, expenditures, budget variances, projected ongoing revenues and expenditures, projected operating budget, reserve levels, and a multi year budget.

It was moved/seconded (Lucas/Ackerman) and the Board unanimously (5/0) approved the First Interim Report on District Budget for 2016-17.

IX.b. Change Order No. 10 for the Laurel School Upper Campus Project in the amount of \$158,632 (5 minutes)

Quick Summary:

Change Order No. 10 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. 10 is \$830,953. This represents 3.24% of the total contract amount and is within the change order contingency amount. The project is almost 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

RECOMMENDED ACTION: The Board approves Change Order No. 10 in the amount of \$158,623.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Caroline Lucas.

Yes David Ackerman

Yes Stacey Jones

Yes Joan Lambert

Yes Caroline Lucas

Yes Terry Thygesen

Minutes:

It was moved/seconded (Thygesen/Lucas) and the Board unanimously (5/0) approved Change Order No. 10 in the amount of \$158,623.

X. 9:25 P.M. BOARD POLICIES / DISCUSSION (1ST READING)

Quick Summary:

Superintendent Ghysels will present for discussion (1st reading) the following revised Board Policies, Administrative Regulations, and Exhibits related to student enrollment and health:

AR 51111 Admissions

BP and AR 5116.1 Intradistrict Open Enrollment

BP, AR and Exhibit 5125.1 Release of Directory Information

BP 5141.33 Head Lice

Minutes:

The Board reviewed the proposed revised Board Policies (BP), Administrative Regulations (AR), and Exhibits (E).

The Board engaged in a discussion, proposed changes and edits, and provided direction to staff.

These policies will be resubmitted to the Board for a second reading and adoption at a future Board meeting.

XI. 9:35 P.M. BOARD POLICIES / ACTION (2ND READING)

Quick Summary:

Superintendent Ghysels will present for action (2nd reading) the following revised Board Policies, Administrative Regulations, and Exhibits related to student health:

BP and AR 5141 Health Care and Emergencies

BP, AR, and Exhibit 5141.3 Health Examinations
BP and AR 5141.21 Administering Medication and Monitoring Health Conditions
BP 5141.31 Immunizations

These policies were submitted to the Board for a first reading on April 12, 2016 and also on October 18, 2016.

RECOMMENDED ACTION: The Board adopts revised Board Policies (BP), Administrative Regulations (AR) and Exhibits listed above.

Motion Passed: Passed with a motion by David Ackerman and a second by Caroline Lucas.

Yes David Ackerman
Yes Stacey Jones
Yes Joan Lambert
Yes Caroline Lucas
Yes Terry Thygesen

Minutes:

The Board ADOPTED the following Board Policies:

BP and AR 5141 Health Care and Emergencies
BP, AR, and Exhibit 5141.3 Health Examinations
BP and AR 5141.21 Administering Medication and Monitoring Health Conditions
BP 5141.31 Immunizations

It was moved/seconded (Ackerman/Lucas) and the Board voted (5/0) to adopt the revised Board Policies, Administrative Regulations and Exhibits.

XII. 9:45 P.M. STAFF REPORTS TO THE SCHOOL BOARD

XII.a. Assistant Superintendent's monthly report

Minutes:

Assistant Superintendent Erik Burmeister did not report.

XII.b. Director of Student Service's monthly report

Minutes:

Director of Student Services Ginny Maiwald did not report.

XII.c. Chief Business and Operations Officer's monthly report

Quick Summary:

The Chief Business and Operations Officer (CBOO) will provide a report on the following items:

- Laurel School Upper Campus Work Completion and Punch-list
- Hillview Locker Room Upgrade Project

- Synthetic Fill Crumb Rubber Infill at Hillview Middle School: The City of Menlo Park upon the request of the School District agendized a discussion at their November 16, 2016 Parks and Recreation Commission Meeting. The report from that meeting is attached. The CBOO will provide an update of that meeting and discussions.
- Hillview Photovoltaic Expansion Project
- Lead Water Testing Results: District performed testing at Laurel LC, Encinal, Hillview and Oak Knoll for lead in the drinking water. The results from the test are attached. The reports indicated that the lead levels in the drinking water were below recommended level. One drinking fountain was identified for replacement and has been replaced.
- Transportation

Minutes:

Chief Business and Operations Officer Ahmad Sheikholeslami reported on the items listed on the meeting agenda.

XII.d. Superintendent's monthly report

Minutes:

Superintendent Ghysels did not report.

XII.e. Members of the School Board's monthly report

Minutes:

Board members did not report.

XIII. 10:00 P.M. CONSENT AGENDA

Minutes:

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

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

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

XIII.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.

XIII.b. Approval of Classified Personnel Order

- XIII.c. Approval of Vendor and Employee Reimbursement for November 2016**
- XIII.d. Adoption of Resolution No. 16.17.09 Budgetary Increases and Transfers**
- XIII.e. Approval of Board Meeting Minutes for October 2016**
- XIII.f. Approval of Agreement with Galileo Learning, LLC for Summer 2017 Facility Use**
- XIII.g. Notice of Completion for the Laurel School Upper Campus Fencing Project**
- XIII.h. Approval of Outreach Contract with The Lawrence Hall of Science, UC Berkeley and Encinal**
- XIII.i. Approval of Internship Credential Program Agreement between National University and MPCSD**
- XIII.j. Approval of MOU between California State University and MPCSD**
- XIII.k. Approval of MOU between University of San Francisco and MPCSD**
- XIII.l. Approval of 2016-17 Agreement for Professional Services from DWK**
- XIII.m. 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 Terry Thygesen and a second by David Ackerman.

- Yes David Ackerman
- Yes Stacey Jones
- Yes Joan Lambert
- Yes Caroline Lucas
- Yes Terry Thygesen

Minutes:

It was moved/seconded (Thygesen/Ackerman) and the Board voted unanimously (5/0) to approve the Consent Agenda. A roll call vote was taken for Resolution No. 16.17.09.

XIV. WRITTEN COMMUNICATIONS

Quick Summary:

The Board received the following written communications:

- San Mateo County Treasurer - Monthly/Quarterly Investment Report, October 2016
- CalPERS Quarterly Statement - September 2016

XV. FUTURE MEETINGS

Quick Summary:

The next Regular meeting of the Board is Tuesday, January 10, 2017 at 6:00 p.m. and will be held at Hillview Middle School PAC, 1100 Elder Avenue, Menlo Park.

XVI. 10:10 P.M. ADJOURNMENT

Minutes:

There being no further business to come before the Board, the meeting was adjourned at 11:05 p.m.

Board President/Vice President

Superintendent