

# Menlo Park City School District Council

## Meeting Minutes

*September 2, 2022*

Location: MPCSD TERC, 181 Encinal Ave., Atherton, CA  
(In Person only; no Zoom option)

### In Attendance

Ward Bullard, May Matsui, Julie Winter, Andrea Nudd, Christine Goudey, Kathryn Brottem, Jill Vizas, Erik Burmeister, Kristen Garcia, Sharon Burns, Danielle O'Brien, Linda Creighton, Alicia Heneghan, Alicia Payton-Miyazaki, Carrie Chen, Krista Rosa, Allison Jagtiani, Allison Carlson, Amy Heinz, Amy Beim, Meredith Bergin Bailey, Becky Bullard, Meredith Nonnenberg, Willy Haug, Parke Treadway

### **Meeting Called to Order at 8:40 AM**

### **District Council Business**

- ❖ **Call to Order-May Matsui**
- ❖ **Welcome & Introductions**– The members of the District Council and guests in attendance introduced themselves
- ❖ **Approval of [June meeting minutes](#)— May Matsui**
  - Julie Winter motioned to approve
  - Christine Goudey seconded
  - Unanimous Vote for approval
- ❖ **Treasurer's Report — Julie Winter**
  - Income was from a \$1500 donation, but the check was expired and thus returned.
  - Julie is working to see if we can get a new check issue.
  - S-100 SI for CA for \$20 was paid, there was also a bank service charge of \$13.
- ❖ **Financial Audit Report — Andrea Nudd**
  - Audit report was for 2nd half of fiscal year (Feb 1st-July 31,2022), no discrepancy on banking ledger; no issues noted.
- ❖ **Community News Coordinator (Unfilled Position) – Ward Bullard**

- This position is still open. Appreciation to Parke Treadaway for working in this role which currently require at least 1 hour of her day a week.
- Newsletters only publish events related to youth and not toward adults, so update guidelines on newsletter is needed.
- Remind people to stick to the deadline.

❖ **Speaker Series Update — Jill Vizas**

- Speaker Series are back in person now thus each PTO will need to host one event
- Each PTO will need to pay for the snacks for the event (refer to snack guidelines)
- PTO would need to add this additional expense to their budget (\$200 estimated)

❖ **Superintendent Update—Erik Burmeister**

- Erik introduces his Cabinet: Kirsten Garcia-still overseeing HR but also transitioning into Erik's role, Audra Romero HR/Employee Services, Willy Haug-Director of Technology, Stephanie-Executive Director of Student Services, Marie—in charge of payroll/risk mgmt, Ruben-Facilities-his team added a new bus route and looking for a new driver

❖ **Board Update—Erik Burmeister for Scott Saywell**

- Sept-Oct the board is focusing on school site plans, school safety plan (pass this sept), 80% of budget is already planned by government as to where it needs to go.
- Possibly expanding our footprint for facility; our board support housing developments if student enrollment increases. School facilities are at max capacity and this will be a concern if housing increase in MP. We are also adding TK at HV in the future. We have the largest elementary schools in the county due to our land locked. We have a larger staff than most elementary schools. We don't have capacity/space to expand at our Hillview location and we estimate that we will need at least 5 acres.
- This will come up on the upcoming Sept board meeting. USGS property is selling its property but announced 2 days ago that no bids were submitted. Lots of complications, but interested parties are looking to work with the City of Menlo Park (including MPCSD). We need about 5 acres of land to grow MPCSD.
- The board is considering to take a position on Measure V and Sept 8 meeting will have topics such as housing, etc. This topic will be discuss then.

❖ **One Community Campaign Update — Christine Wichrowski Goudey**

- Parke/Foundation team all worked over the summer with all the marketing campaign, done it with half the cost and met the deadline.
- 348 families 18% pledged, 28% to fundraising goals. Goals did decrease from prior years. Trending in the right direction. Foundation got the cocktail dinner event this upcoming Wednesday for specific donors and should have a meaningful impact on the numbers. Carrie Chen will send principals on Tuesdays about the OCC campaign.

❖ **MPAEF Update—Kirsta Rosa**

- Wine walk is returning (December 3), auction date March 18th at HV again.

❖ **Principals & PTO President Reports:**

- Encinal Principal: Sharon Burns—Gratitude to PTOs for BTSN, kinder playdates.
- Encinal PTO President : Alison Jagtiani--Energy is up, parents happy to be back on campus, great start to the year.
- Hillview PTO: Amy Beim—parent circles group started in HV, this program started in Oak Knoll but now they are starting this connection/circle with parents. There was a large interest in this Parent Circles.
- Hillview Principal: Danielle O'Brien—2 new things started in HV : greet students at the door and community circles.
- Laurel Lower PTO President : Alicia— lots of new staff but culture at school is very warm/supportive and supportive parents. A week of engagements (2 BTSN/back to school coffee), will continue with coffees. Looking at ways to get kids/communities to come together.
- Laurel-Upper campus—We have a TK group
- Oak Knolls PTO President/Principal—Becky Bullard/Alicia Payton-Miyazaki: Community reads/ new things happening—Principal welcome/BTSN, felt like a new parents. Supporting bike/safety week to move up a month..encouraging biking with positive reimbursement. Safe bike routes - get involved!.

❖ **10:12 Meeting Adjourned**

**Upcoming District Council Board Meeting Dates 2022-2023 (8:45am-10:15 am)**

**Nov. 4, Jan.13, Mar. 3, May 5, June 2**