Menlo Park District Council Meeting Minutes
Friday, March 1, 2019
Approved May 3, 2019

In attendance:
Janelle McCombs, Erik Burmeister, Jammie Behrendt, Astor Toyos, Carrie Chen, Kelly Parisi, Laura Wigs, Sharon Burns, Ben Wang, Linda Creighton, Liliana Perazich, Ken Wang, Sara Teeple, Sarah Sobel, Christa West, Vidya Kagan, David Ackerman, Leah Kessler, Sharon Schick, Patty Lopez-Jaramillo, Caryn Wasserstein

The meeting was called to order at 8:45 am by Janelle McCombs, District Council President.

Approval of January 11, 2019 Meeting Minutes
Ben Wang motioned to approve the January 11, 2019 minutes. Caryn Wasserstein seconded the motion. All voted in favor. Motion passed.

Treasurer's Report — Sharon Schick, District Council Treasurer

Sharon reported on January/February activity

- Comerica Bank signature cards updated with change in Treasurer
- District Council Audit for period Feb 1 2018 to July 31 2018 completed with Patty and reviewed by Janelle McCombs. All 3 aged/lost checks have been reissued and will be cashed.
- No Filing of Form 1096 necessary with the IRS as no 1099-MISC Forms were issued for 2018
- Remind school PTOs to remind their school's auditors that the semi-annual audits for the period August 1, 2018 to January 31, 2019 are due; same goes for our district council
- Shared Google Drive has been set up by Treasurer and all documentation for this period has been uploaded

Funding for 2nd payment ($4,700) rebranding of One Community Campaign will be paid by invoicing the Superintendent.

Recognition Chair Update — Sara Teeple, Recognition Chairperson

Sara noted that it is time to think about end of year recognitions (2018-2019 Award Recognition). The Menlo Park City School District Honorary Service Awards (MP/HSA) will be given each year to a limited number of individuals whose voluntary service to the District has made significant positive impact. Sara provided important Dates & Next Steps. Also, Sara provided Menlo Park Honorary Service Awards and Selection Criteria.

Key Dates
March 1: Review of Guidelines / Timeline with District Council
March 10, 17 (maybe 24): Newsletter announcements requesting nominations
March 27: Nominations received to be sent to each organization
April 15: Approx. number of awards due (for gift orders)
May 1: FINAL list of award recipients due
May 3: DC Leadership meets to review / confirm final list
Week of May 6: Committees personally notify award recipients

May 12 & 19: Announce award winners in school newsletters
May 15 - June 6: Award events at schools, MPAEF

HSA Program Target
5 Awards per organization, excluding President Awards
Team Awards and/or Golden Oak Awards may push number higher in special cases

Try to limit HSA and CSA as these are the most special.

The awards are as follows:
School Service Awards (SSA): These awards are focused on volunteers at a particular school. Awards are given to individuals who have run major events for the school and/or who have contributed above and beyond for several years to the day-to-day education of our children.
Honorary Service Award (HSA): HSA is received only once (usually previous SSA/FSA award recipients). These awards give special recognition to individuals (parents, teachers, staff, or community volunteers) who have given outstanding service to Menlo Park students and our schools.
Continuing Service Award (CSA): CSA is awarded to those who have previously received HSA
President Award - given to current PTO, MPAEF, DC presidents
Golden Oak Award - given to retiring staff or exemplary individuals leaving the district

Speaker Series Update — Christa West & Vidya Kagan, Parent Ed Programming Co-Coordinators

We just had event Feb 13. Dr. Naama Goraly, Hillview parent for discussion on 'How Social Media Affects Children's Mental Health, and What We Can Do to Protect Them'.
- The PowerPoint and video are on the speaker series website. Erik noted, it is well worth if you have a child +4
- Very well attended

First evening with Steve and Kate, they did great, lots of activities and we would like to continue to use them. Steve and Kate will also offer one day camps for each student development day that staff have to work.

Next event
March 27th at 6:30pm, Hillview: 'The Importance of Teaching Compassion to our Kids' with Jeff Weiner and Kristen Gracia, Oak Knoll Principal

Followed by
April 10th at 6:30pm, Hillview:' Let's Talk about Sex...and Puberty' by Vanessa Kellam
- Coincides with the learning in class
- Parent only event

In the Spring we will be looking the Speaker Series for next school year. Any ideas, send them over to Christa and Vidya.

Superintendent Update & Q&A: Erik Burmeister, MPCSD Superintendent

- Shout-out to Laurel school principal, Linda Creighton, who was named Elementary Principal of the Year by the Association of California Administrators for Region 5 (San Mateo and San Francisco counties). There are over 300 schools in the region. Linda has been the principal of Laurel for the last 10 years. Laurel is a

completely different space today. It has gone from a K-2 school to a K-5 school, it's a new ELC school, 2 campuses, finalist of state principal of the year. Linda noted, all boats rise together, this is recognition to the staff and was not done alone.

- Hiring season. If you know anyone who wants to work for the most, progressive, innovative school district, encourage them to apply. All positions, teachers, bus drivers, administrators are accepting applications. Substitute teachers needed year-round and applications are taken year- round. Practically difficult positions to be filled are Spanish immersion, world language, math & science. We will do some posting on social media.
- Auction season – tickets sold out in record time. Todays' report from principals is last year's Fund-a-Need. STEM lab, maker spaces TOSA, Math family night. Last year we thought it would be 18K and earned 90K. This year is world language and global citizenship, we will continue to develop our program (curriculum, experiences), whether in Spanish immersion or not.
- Recruitment season for volunteers, to get involved in roles with PTO, Foundation, DC. Volunteering critical for math night.
- Community Campaign doing super well! Thank you to everyone on where we are.
- Vidya asked if looking at leadership, likely having a 0.6 ETF, Director of HR (not yet approved by Board). We do not anticipate anyone leaving in leadership positions

Assistant Superintendent Update: Jammie Behrendt, MPCSD Assistant Superintendent

ED services dept works on textbook adoption, often led by members of your team. Toolkits on the adoption process. Looking for textbook materials for common core. Science K-5 teachers have come together, representative. Bulk of work and 6-8 science teachers. Representative of middle school on elementary committees. State has provided recommended timeline for adopting material for students and we are within this.

Currently, textbook adoption protocols are being implemented for three subjects: middle school Social Studies, K-5 science, and Spanish for Spanish Speakers at Hillview. The 6-8 Social Studies text has been piloted by committee teachers. Our K-5 Science adoption committee just recently began the process of text selection. Spanish for Spanish Speaker teachers are reviewing materials to pilot. We have input cards next to the materials open for public to comment. Finalists are all piloted in classroom. Direct input is given by students during pilot.

School Board Update — David Ackerman, MPCSD School Board President

Last time we talked about teacher compensation philosophy (this was approved); begun negotiations with the teachers, will have budget implementations to be developed next few months. Board discussing, how much time we have to address another measure. Will put district in leadership position in state and country. Impending crises (stay in teaching, wanting to be a teacher). Impact is how much we are paying teachers, environment

Board reviewing HW policy (current version adopted in 2004; research and info has changed). Board is seeking input via an Homework Input Group.

Caryn – Asked, are we working with "Challenged Success?" Jammie confirmed that we are.

Community Campaign Update — Caryn Wasserstein, Community Campaign Co-Coordinator

Next meeting, April 6th further discussions on marketing, we were able to hire an organization. We have preliminary results on logo and timelines. Feedback from executive leadership team.

Further discussions to be had on what the organization structure will look like. As a "one ask" will shift what our volunteers look like. Overarching legal document. Position title change from joint campaign to one community campaign. 18-month position. The fresher faces the better. Should be able to announce by next DC meeting. Hopefully new co-chairs available. We want to be able to give volunteers the summer off and tie things up before break.

Feedback for non-donor, one final pass – survey to newsletter

MPAEF Update - Astor Toyos, MPAEF Co-Presidents

Astor

- 93% of goal
- Run in May, wine walk in June
- 66% participation, 100+ families participating
- Pushing to have more participation and less reliance on few families

Carrie

- Finished, 1st annual report, first in 6 years. Important to put something out there. Financial health of the organization what we are doing with the money, build trust with communication. We want to be thoughtful on how we distribute information to the district. We used volunteer graphic designer, in newsletter, district newsletter.
- Auction – printed catalog copy to school office. Fund-a Need in back cover. Once online auction booklet completed it will be in every student backpack and available electronically. Auction tickets sold out in record time in less than 2 weeks. Increased capacity by 20%. Online auction opens Wednesday March 20th 11am (after the party). Will include teacher hosted party or items which did not get sold at live auction. Closes March 25th 9pm.
- Run looking for 2 key volunteer roles, work with Kristen Gray to help organize the volunteers before event. Post race festival, Tricia is lead and we need a co-leader to help her coordinate the booths, jumpy house, etc. fun event

Janelle – how did you get additional families? Astor response – focus on new families and more face to face interaction. Explain the role of the PTO and MPAEF.

School Principal Updates

Laurel -- Linda Creighton, Principal

Fund-A-Need (STEM/Maker tools)
Funds to go to STEM labs and Maker Space activity, Laurel School STEAM team. Teachers along with Alicia Payton put together items which matched our PBL units. Sound devices. Determine how material crate sounds.

Family Math Night came back to Laurel – Linda showed slides of math night. Emphasis on family. Now materials are well labeled and moved to classrooms. Bee-Bots a huge success.

Oak Knoll -- Leah Kessler, Assistant Principal

Fund-A-Need (STEM/Maker tools)
Appreciate Maker space. Alicia Payton coordinated site visits to different schools to be able to visualize the space. John Gil provided a list of different materials. Mira 5th grade teacher, came up with ideas on who it should be and how can be used. Inventory materials. Focus on mechanical aptitude (peg board, tools). Friends and Family day coming up next Friday. Next year focus will be on how we incorporate Design Thinking in social studies.

Encinal — Sharon Burns, Principal

Sharon introduced Laura Wigs – Next year's CO-VP of Encinal PTO. Amazing person who redesigned the hot lunch program

Fund-A-Need (STEM/Maker tools)
How we are using the money, we are one year ahead because our lab was built last year (one year before the other schools).
Open as a lunch club almost daily. Woodworking station. Many kids did not have experience working with wood. Epic Lego wall. Safe cardboard cutter. Kids works with tools. Electronic section. Want to add mobile carts to be able to move it around. Overall vision, want students to have a Maker Mindset.

Hillview — Liliana Perazich, Co-VP PTO

Willy Haug, Principal is on paternity leave, baby born one week ago (Liliana spoke for Willy).

Fund-A-Need (STEM/Maker tools)
Fridays at lunch Hands on project. Felting, sculptures, Legos group, turn random objects into musical instruments. Ozo bot.

PTO President Updates

Laurel – Ben Wang
Ben – feedback from parents from especially young families excited about math night.

Book fair, with pop-pop read a lot great success. Very enthusiastic leaders. Historically labor intensive for volunteers, used a 3rd party software which allowed us to raise more money.

PTO purchased MagnaTiles, wooden blocks. Rainy day recess. Kids love them.

Oak Knoll – Sarah Sobel

A lot of the projects STEAM coming home.
3rd grade musical, Lion King, packed crowd. - inspiring
Science Fair coming up

Coffee in the Classroom, great success to have parents in the classroom. Every teacher opened – 20 minutes before school start. Opportunity to connect on a personal level. Great feedback. Value community.

Wrap-up

Next District Council Meeting: Friday, May 3, 2018, 8:45 a.m., TERC A&B

Thank you to Oak Knoll for providing snacks for this meeting.
May snack -- Laurel
June snack -- MPAEF

Janelle McCombs adjourned the meeting at 10:23 a.m.