Menlo Park District Council Meeting Minutes
Friday, January 11, 2019
Approved March 1, 2019

In attendance:
Janelle McCombs, Erik Burmeister, Ahmad, Katie Rottier, Carrie Chen, David Ackerman, Ken Schieble, Ben Wang, Kathy Orciuoli, Caryn Wasserstein, Christa West,, Vidya Kagan, Sharon Burns, Linda Creighton, Karen Dobbyn, Liliana Perazich, Carolyn Kryger, Liliana Perazich, Sarah Sobel, Jenny Buddin, Kristen Gracia, Willy Haug, Caroline Bowers, Sharon Schick, Stephanie Sheridan, Patty Lopez-Jaramilo, Azadeh Ranhuesen

The meeting was called to order at 8:50 am by Janelle McCombs, District Council President.

Approval of November 2, 2018 Meeting Minutes
Janelle McCombs motioned to approve the November 2, 2018 minutes. Carolyn Kreiger seconded the motion. All voted in favor. Motion passed.

Janelle McCombs shared that the District Council Nominating Committee is teeing up now as Caryn Wasserstein and Kathy Orciuoli will not be continuing as One Community Campaign Coordinartors next school year. Replacements are needed ASAP as the term runs for 18 months, from January through July of the following year. All suggestions are welcome.

Treasurer's Report — Sharon Schick, District Council Treasurer

Janelle McCombs introduced Sharon Schick, who has officially replaced Karen Dobbyn as the District Council Treasurer for the remainder of the 2018-2019 school term.

Sharon reported on November/December activity:

- All District Council PTO dues have been received and banked in December 2018
- All school PTO auditors should have completed their PTO audits for February 1, 2017-July 31, 2018.
- District Council Treasurer has filed the RRF-1 with the attorney general, 199N e-postcard with the State and 990N with the IRS to maintain charitable and tax-exempt status of the District Council.
- All PTO Treasurers should have filed by December 15th unless they have requested extensions.
- PTO Treasurers should prepare and file a Form 1099-MISC to relevant individuals (due by January 31st and typically required for payments during the reporting uyear of at least $600 of non-compensation income).
- There are no 1099-MISC needed for the District Council for this calendar year.

Audit Report — Patty Lopez-Jaramillo, District Council Auditor
This is the first audit Patty Lopez-Jaramillo has conducted.

- The District Council did not conduct a high volume of transactions, but it's important to ensure best practices and that documentation is adequate.
- Third party observers should be able to review and understand exactly what occurred and be able to reference sufficient receipts and evidence.
- The audit revealed no issues.
- Would like next fiscal year to focus on documentation for disbursements and reimbursements.

We should expect a formal policy for approval procedures and documentation before any disbursements are made. Receipts and explanations should be included for context.
- The beginning balance of the prior audit was not accurate. Patty was able to sort it out easily.
- She also noted that all records are in hard copy, so there's risk of loss. Recommends a move to digital copies.
- There are three aged checks that should be investigated to find out why the payee hasn't cashed them.
- Carrie Chen offered to share MPAEF audit policy

Speaker Series Update — Christa West, Parent Ed Programming Coordinator

Wednesday, November 7, 2018 @ 6:30pm
Angst Documentary Screening and Panel, Anxiety in our Children.

Monday January 14, 2019 @ 6:30pm
From Columbine to Parkland: Is This the New Normal?
Fireside chat with Frank DeAngelis, retired principal of Columbine High School, and Erik Burmeister, MPCSD Superintendent.
Mr. Burmeister commented that Frank is an interesting person and will discuss how Columbine affected his life long term. There will also be a private VIP reception with him for 1-2 hours beforehand to have the opportunity to speak personally with him. School PTO Presidents have been invited and District Council members are all invited to attend.

Wed, February 13, 2019 @ 6:30pm
How Social Media Affects Children's Mental Health and What We Can Do to Protect Them
Dr. Naama Barnea-Goraly

Other updates:
- March 27, 2019: The Importance of Teaching Compassion to Our Kids
- April 10, 2019: Let's Talk About Sex and Puberty -- Presentation intended just for parents and highly recommended for parents of 5th & 7th graders.
- Karen Junker: We are working to reschedule her "Restorative Parenting" Presentation for the 2019/2020 school year.
- The Speaker series childcare providers are retiring. Their last one for them is January session. Christa and Vidya are seeking new providers for the events.
- Both Crista & Vidya are happy to continue as Programming/Speaker Co-Chairs for a second year.

Superintendent Update & Q&A: Erik Burmeister, MPCSD Superintendent
- Welcome back to 2019, the best year yet!
- Mr. Burmeister gave a shout out to Caryn Wasserstein & Kathy Orciouli for their work on the Community Campaign
- He feels MPCSD and the Community Campaign are in a great spot
- Transition Group comprised of 5 working groups.
    - The legal group, led by Jenny Buddin and Carrie Chen, developed a MOU for all of the PTOs.
    - The marketing group, led by Katie Rottier and Jessica Gilmartin, are excited to begin

their work with a professional advertising company.

- Discussed increasing the Annual Parent Campaign ask to a total of $2000 per student, whereby $1750 would go to MPAEF and $250 to the respective school PTO. The per student ask hasn't been raised in many years.
- MPAEF fundraising comprises only 8% of operating budget, which is a decrease percentage-wise from how much the MPAEF fundraising efforts used to cover of the operating budget.
- Full funding is a major focus of District discussion. We are looking at financial strength for the next twenty years, including parcel taxes and endowment as well as MPAEF fundraising.

Chief Business Officer Update: Ahmad Shiekholeslami, MPCSD Chief Business Officer

Mr. Shiekholeslami shared MPCSD budget highlights for the school year thus far.

Financials snapshot

- MPCSD is a locally funded school district and is 89% community funded
- Only 58% of revenue is tied to secure property tax revenue
- 42% comes from other sources.
    - Parcel taxes (3 are evergreen, Measure X has a sunset)
    - MPAEF grant is 7.2%
    - Small amount comes from state funding
- 88% of expenditures goes to staff (23% is employee benefits and pension costs are increasing)
- One time grants used to fund specific purchases or programs and end
    - State grant
    - RDA
    - Kwan grant
    - Sequoia Health grant

Budget sensitivities

- Enrollment -- MPCSD has seen flattening of enrollment increases and projected enrollment is flat
- Property tax growth rates -- Fluctuations correlate with boom/bust/recession. We are seeing the housing market leveling out.
- Compensation increases -- We try to keep our increases in line with Bay Area CPI. 34% of teachers have left MPCSD due to cost of living in the area.
- Pension costs - Teachers in CalSTRS system. Employer contributions used to be 8%, now increasing to 19% by 2020/2021. For every dollar we pay a teacher, we must contribute 19 cents into their pension fund. Teachers also pay 10% of their salary into the pension system. The burden of the pension system is happening at all local agencies.
- One-time revenues / expenditure
    - Kwan grant extended another 3 years (Pays for the MPCSD Family engagement coordinator)
    - Sequoia health grant to continue

The 2019/2020 budget development will take place Winter/Spring 2019 and be adopted in June 2019.

School Board Update — David Ackerman, MPCSD School Board President

- Things are different without Terry Thygessen and the new Board has had one meeting so far
- 2 main agenda Items:
    - Teacher compensation philosophy. MPCSD Board is writing a public statement that says

we want to pay teachers more. Teachers have been historically underpaid and we want to do something about it. We need to encourage young people to want to go into the teaching field.
    - We are having the first discussion of homework policy on the Board. The Board will discuss the District homework philosophy. Our current policy states maximum minutes of homework allowed per night by grade level, weekend homework and advanced courses homework in middle school. Don't miss the vote if you have something to say about it.

Joint Campaign Update — Caryn Wasserstein & Kathy Orciuoli, Co-Coordinators

Erik Burmeister updated the group on the One Community Campaign

- We are moving in a positive direction with helpful leaders. Vice presidents commended for coming to the table
- Memorandum of Understanding (MOU) completed and going around the individual schools for approval. Laurel approved it yesterday.

Jenny Buddin advised that the District Council is a signatory for the MOU so we need to vote today.

Jenny gave an overview of the MPCSD Community Campaign

- MPCSD Community Campaign is a single fundraiser to facilitate a single donation ask for PTOs and MPAEF
    - PTOs receive the first $250 per child, MPAEF receives the remainder.
    - District will add a line item to each school budget of $50,000 to fund school field trips or on site special productions.
- MOU includes all four school PTOs, MPAEF, MPCSD
- Goal is to simplify fundraising process, clarify District messaging, make volunteering more manageable and enjoyable
- 2019/2020 is the test year; no automatic continuation
    - The campaign will run August 1, 2019 to October 4, 2019

Carrie Chen commented school PTOs will all have Community Campaign steering committee members. Each PTO will need to have a Community Campaign representative.

Janelle McCombs expressed support of the MOU.

MPCSD District Council approved the MOU by a unanimous vote.

MPAEF Update - Katie Rottie, MPAEF Co-President

- MPAEF is seeking approval of increasing the Annual Parent Campaign per student ask to $2,000 in the Board meeting next week. Katie feels good about the increase.
- MPAEF is at 104% of its fundraising goal so far this year. MPAEF has raised 3.6M, which is an increase from 3.4M last year.
- The campaign this Fall showed that we can raise the same amount of money (or more) in less time!
- MPAEF is reorganizing its Board structure to make things more efficient
- We have two new partnerships this year.
    - SportsBasement shopping night...they said it was the most successful school of all of

their partnerships!
    - Good Eggs. Yielded $700 this year
- MPAEF Auction is March 16th @ Hotel Nia
    - Fundraising goal is $425,000
    - We need teacher parties. Katie requested school principals to encourage their staff
    - Linda Creighton requested that an email be sent to teachers, with principals cc'd so they can follow up
    - Teachers get $20 off tickets
    - Goal to have 30 tables. We have currently sold 21
- Fiscal Year 2018 Annual report
    - Goal to provide transparency to community.
    - First official annual report completed in 6 years.

School Principal Updates

Guided Question: How are you and your staff supporting the lowest 15% of students at our schools?

Laurel -- Linda Creighton, Principal / Ellen Kraska, Assistant Principal

- Every school has 2 reading specialists
- ELL teacher at each school
- 3rd grade and below has instructional aid 1 hour a day
- 2 systems at laurel:
    - In World Language for our English only classes, students have ½ hour twice per week
        - Split so that ½ class (11 students) go to world language and ½ stays for math instruction. So small group math instruction and world language take place for one hour each week
    - After school coordinator programs -- 10% of our gross income from vendors goes to Laurel and is then offered to lower achieving students to decide which program they would like to attend.

Oak Knoll -- Kristen Gracia, Principal

- Two things we are doing to close the achievement gap
    - Ownership & Accountabilty
        - Pyramid - Multi tiered systems of support (MTSS):
            - Tier one interventions are basic level
            - Tier two interventions offer resources such as reading specialist
            - Tier 3 is Special Ed programs
        - Oak Knoll prefers circular image with the homeroom teacher at the center
            - Trimester goals for all students
            - Supports wrap around what teacher is doing with student. We feel this increases teacher ownership
    - Reading specialists offer both pull out sessions and focus on collaboration with homeroom teachers. Teachers with ELL students are meeting one-on-one, along with an EL teacher regarding each student to move them to next level.

Encinal — Sharon Burns, Principal

- SEL development: When kids feel connected to school, they perform better

- Encinal puts SEL supports in place to be the foundation for academic performance

Hillview — Willy Haug, Principal

- Also worked with Pyramid
  - 80% of students perform above level, 20% below
  - Teachers need modes of access
  - This year at Hillview we looked at Tier 2 (strategic interventions)
    - When dealing with Tier 3 student you must look at what students are capable of doing. Our goal is to reduce the 5% of students at Hillview that are in a Tier 3 program. At Hillview, students are getting additional time in their areas of need.
    - Have seen an 80% increase of kids performance in workshop classes this year over last year
    - This has increased collaboration between grade level subject teachers and Special Ed teacher.
  - Hillview College Bound students are at a higher percentage of those not meeting standards and receiving extra support.

Next District Council Meeting: Friday, March 1, 2018, 8:45 a.m., TERC A&B

Thank you to Hillview for providing snacks for this meeting.
March snack -- Oak Knoll
May snack -- Laurel

Janelle McCombs adjourned the meeting at 10:22 a.m.