Menlo Park District Council Meeting Minutes
Friday, June 1, 2018
Approved September 7, 2018

In attendance:
Janelle McCombs, Erik Burmeister, Jenny Buddin, Christa West, Carrie Chen, Ken Scheible, Amy Coolican, David Ackerman, Karen Dobbyn, Corey Binns, Ashley Wagstaff, Amy Kuhns, Kathy Orciuoli, Chris Sewell, Sharon Burns, Vidya Kaegan, Ken Wang, Gina Skinner, Ben Wang, Willy Haug, Eunice Cardenas, Sara Teeple

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

Welcome and Introductions of New District Council Members -- Janelle McCombs, District Council President

Approval of May 4, 2018 Meeting Minutes
Singari motioned to approve the May 4, 2018 minutes. Christa seconded the motion.
All voted in favor. Motion passed.

Proposed DC Meeting Schedule for 2018/2019 -- Janelle McCombs, District Council President
Every other month meetings worked well for getting timely information out but also respecting the busy schedule of the attendees. Planning to continue every other month meetings next year. Next meeting will be in September 2018. There will again be meetings in May and June, back to back months, to satisfy requirements in our bylaws for the minimum number of six meetings per year. The schedule will be distributed at the start of the school year.

Treasurer's Report — Gina Skinner, District Council Treasurer

See the proposed 2018-19 District Council Budget handout circulated by Gina. We have one bank account. For the 2018-19 school year it is segregated into three buckets: Joint Campaign, District Council, Community Campaign. The budget reflects these three categories. For the 2018-19 school year, the proposed budget is similar to prior years, with the addition of the Community Campaign budget, which is for the 2019-20 school year and included one-time marketing expense contributions from the schools, MPAEF, and the district.

Joint Campaign: total 2018-19 income of $1,250, which is the same as last year, funds carried over from this year of $1,048, and expected 2018-19 expenses of $2,000
District Council: total 2018-19 income of $5,354, last year was $5,250, with $321 carried over from this year, and expected 2018-19 expenses of $5,105
Community Campaign or 2019-20: 2018-19 income and expenses of $24,000; there was no budget last year as this was created this year for the 2019-20 Community Campaign

Dues this year will be assessed in the spring of this year and the fall of the 2018-19 school year. The spring dues will be for Joint Campaign and Community Campaign dues. The fall dues will be for District

Council dues.

In the last month, the Treasurer prepared the proposed District Council budget for 2018-19, sent invoices to the school PTOs, MPAEF, and the district, paid the insurance for the District Council, prepared reimbursements, and filed the District Council's Statement of Information Form SI-100 (due in June).

Gina motioned to approve the proposed budget. Kathy seconded the motion.
All voted in favor. Motion passed.

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

- Expressed appreciation and thanks to outgoing members and thanked Janelle for her leadership this year. What makes our district so special is the efforts and dedication of the teachers, staff and volunteers.
- Erik is meeting with all the PTO boards and presenting to all the general memberships the upcoming Community Campaign information. So far, the feedback has been good, and we're going to start preparing the Community Campaign Memorandum of Understanding for the PTOs and MPAEF at the beginning of next school year.
- At the 6/5/18 school board meeting, Erik will present results of Long Term Financial Planning report. Will include information on where the district is financially and how it plans to move forward in the coming years.
- On track to open the new district preschool, The Early Learning Center, in August. There are only a couple of full time spots left.
- The district is publishing a Community Report via email to the entire community, including anyone who has signed up for community newsletters or who has given their email to the county election board. Will also hand it out at the local farmers market.

School Board Update — David Ackerman, MPCSD School Board President

- Thank you to the volunteers. The success of our schools is based on our dedicated staff and also the dedicated work of our parent community.
- If you want to know more about what's going on behind the scenes at the district, come to next Tuesday's board meeting on June 5. The district's budget, LCAP and long term funding situation will be discussed.

Joint Campaign Update — Kathy Orciuoli, Co-Coordinators

- Will meet deadline to complete all prep work on Joint Campaign by the end of the school year.
- Video of Erik has been shot, and Hillview AV team is editing it.
- Reusing campaign signage from previous year, adding only minimal additional signs so we can avoid spending much money when the campaign will change next year.
- Starting in August to work on the new Community Campaign.

MPAEF Update - Amy Coolican, MPAEF Co-President

- The Schoolhouse Rocks Run had 30% more registrants than last year. Had to stop people from continuing to register because they ran out of bibs and time, as people were still trying to register as the run was starting. Planning to be able to accommodate the growth in interest next year.
- Overachieved Annual Parent Campaign goal, auction goal, and Schoolhouse Rocks run goal.
- Jeannie Ritchie grants had more applicants than ever before.

- Reduced monthly board meetings to three per year.
- On 5/31/18, MPAEF voted to grant $3.7 million to the district, which is the amount the foundation aimed to raise for the year. They will present the check to the district next week. The money received in excess of their goal will go to the endowment.
- Foundation and district are working on efforts to grow the endowment for long term financial sustainability of the district.

School Updates

Laurel -- Kathy Orciuoli, Laurel PTO Co-President

- Last week was the open house and spring picnic. Both were successful events.
- Second fifth grade glass to leave Laurel's upper campus this year.

Oak Knoll -- Christa West, Oak Knoll PTO President

- Volunteer Appreciation Luncheon today to celebrate all school volunteers.
- Last night (5/31/18) was the first of two portfolio nights.
- At the end of this year, Oak Knoll students, the school art teacher and a local artist worked together to make murals for the Oak Knoll upper playground, which is an expression of one of Oak Knoll's site goals to include more art work around campus.
- Working on a STEAM lab for Oak Knoll campus for next year.

Encinal — Sharon Burns, Principal

- This year Encinal launched its first Tinker lab. Will work over summer on the standards expected of children in the lab at each grade level.
- Along with other district schools, Encinall will be expanding world language for all children K-5 next year, encompassing either Spanish immersion or weekly Spanish instruction.

Hillview — Willy Haug, Principal

- Hillview is designing school programs with a focus on what qualities they want an outgoing Hillview student to have. They are particularly excited about the following two programs:
    - Those related to increasing social/emotional wellness opportunities. The focus is on how to build the skills to produce the kind of Hillview graduate they want to see.
    - New academy strand that is focused on project-based learning.

Janelle asked outgoing and incoming members to meet with their counterpart to hand over duties. Thank you to MPAEF for providing snacks.

Adjournment -- Janelle McCombs adjourned the meeting at 9:33 a.m.