Menlo Park District Council Meeting Minutes
Friday, September 8, 2017

In attendance:
Janelle McCombs, Erik Burmeister, Jammie Behrendt, Stacey Jones, Christa West, Amy Coolican, Stacey Wueste, Chris Sewell, Jenny Buddin, Gina Skinner, Singari Seshadri, Kate Kennedy, Ashley Wagstaff, Kathy Orciuoli, Ken Wang, Sharon Burns, Ken Scheible, Laura Paul, Amy Kunz, Jill Vizas, Jody Buckley, Calla Griffith, Kristen Gracia, Willy Haug, Linda Creighton,Caroline Bowers, Ahmad Sheikholeslami, Ben Wang

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

School Board Update — Stacey Jones, MPCSD School Board President
Stacey will be the MPCSD Board President until December 2017.
Stanford Development Project update: School Board is agnostic on this issue and will be neither for or against.
Busy year ahead: Board meeting will take place on Tues, September 12, 2017 to discuss budget. Public comments are always welcome.

Introductions — Janelle McCombs, President

Officers:

1. President: Janelle McCombs
2. Secretary/Parliamentarian: Caroline Bowers
3. Treasurer: Gina Skinner
4. Auditor: Jill Vizas

Administrative Chairs:

1. Joint Campaign Co-Coordinators: Jody Buckley and Calla Griffith
2. District Directory Coordinator: Ken Wang
3. Recognition (Service Awards) Coordinator: Wendy Horton
4. Programming (Parent Ed) Coordinator: Singari Seshadri
5. District Lunch Program Coordinator: Desiree Vogt
6. Community News Coordinator: Emily Moberg Robinson

Everyone else in attendance also introduced themselves, their role, and stated their children in the MPCSD.

District Council meetings will take place every other month going forward.

Approval of June 2017 Meeting Minutes
Jody Buckley motioned to approve the June 2017 minutes. Jill Vizas seconded the motion. All in favor. Motion passed.

Budget Recap and Dues Overview — Gina Skinner, District Council Treasurer

Review of June 2017 Treasurer's Report. Dues were approved at $250 for joint campaign. Thank you for those who have submitted their dues.

District Council maintains one bank account, separated into two budgets: One budget for Joint Campaign and one for District Council.

Report: Cash ending balance $5,017.44

There is a Reimbursement & Disbursement form for expenses. Please send to Gina for approval. Send checks to deposit.

Directory Update — Ken Wang, District Directory Coordinator

Announced that data for the new MPCSD online directory is available now. Soft launch was today to deal with and kinks, duplicates, etc.

The Directory can be viewed by student, by class list with parents, by class list with family information

The MPCSD Online Directory is supported by the District Council and was many years in the making. Thank you Ken!!

Speaker Series — Singari Seshadri & Kate Kennedy

The Speaker Program is supported by the District Council and was summarized by Erik Burmeister. This is the third year of the program and Erik helped bring in the speakers.

Singari discussed great lineup:

- Between Home and School-Why Safe Routes Matter and How to Make them Happen
- The Future of Education: Menlo Park and Beyond
- Anxiety and Depression in Teenagers
- Option B: Facing Adversity, Building Resilience and Finding Joy
- The Minds of Boys and Girls
- Parenting in the Digital Age
- Get Connected: Talking with Your Adolescent About Sexual Health
- Managing Preteen and Teen Transitions

Speaker Series flyers were distributed to all schools. Let Singary and Kate know if you need more. Information is online at www.mpcsd.speakerseries.com

Spread the word about the speaker events. We hope to fill the rooms when speakers come. Calla suggested posting to Common Ground community website.

PTOs will be advised about which school is responsible for sponsoring each event. Singari will be in touch to let PTOs know what is expected.

Speakers always start at 6:30pm. However, one of them will be in the morning: Option B: Facing Adversity, Building Resilience and Finding Joy with Sheryl Sandberg. Parents will need to register for this one through EventBrite, which will be offered first to District Parents before opening up to greater community.

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

Erik is excited to be superintendent. He's enjoying it and learning a lot. He thanked everyone for their work and effort. District Council brings people together to share ideas & challenges, it is not an action implementing body.

MPCSD is striving for reports to give meaningful information. We need to get better at telling our MPCSD story when we are NOT asking for money.

MPCSD created a new part-time position last Spring: Our new Public Information Officer (PIO), Parke Treadway, started in August. Parke is a former district parent, PTO president, etc. Her work is already clarifying MPCSD messaging. Email her at info.mpcsd.org.

The MPCSD Leadership Team has six "Operating Principles" that they are working under:

- User Orientation: Primary users are our students. Secondary users are parents & staff
- Noise Canceling Focus
- Efficient Systems
- Purposeful Innovation
- Healthy Imbalance
- Strategic Storytelling

Enrollment is steady. Actually the number of students is down a little bit from what we anticipated by about 30 students.
Average class size is bigger. Class size had to be tightened.
Erik reminded everyone that Measure X did not completely fill the budget needs. Measures A&C would've met the district budget needs but since they didn't pass, Measure X had to ask for less and thus falls short.
MPCSD used to staff at 21 average students per class, now the average is 22 or 23. The maximum in K-5 is 24. Research shows this uptick doesn't have meaningful effect. The district feels this is especially true since we have all the specialists. If this really does impact the experience of students, then we will look at recalibrating.

2017-2018 Long Term Financial Planning Initiative
Goal is to address specific areas to create efficiencies and continue to maintain quality of programs. Compared to other Basic Aid districts in our area, MPCSD provides a better product at a lower price. Surrounding neighborhoods get higher percentage of property taxes than MPCSD due to property tax rates being frozen when Prop 13 was passed. While Hillsborough, Portola Valley, Las Lomitas, etc. have steady enrollment, MPCSD has increased 40% in last 10 years. So much of the area's development is happening within MPCSD boundaries. We will continue to do more with less, but we can't afford to have any less.

Our school board is divided regarding teacher compensation. The big question is how we are going to deal with increasing pension costs that all districts in the State are dealing with. It used to be 8.25% of

salary was sent to the State for pension. Starting in 2014 that's increasing 2% per year, up to 21%. A Reserve Policy study will be conducted.

Special Education funding is in discussion at the state level. This is important to MPCSD. We want to conduct an internal and external audit to be informed and ready.

Community Engagement Campaign
Erik will be at the Menlo Park Farmers Market once per month along with other administrators to engage with the community. In addition, six communications will be sent out to the community this year.

- Three community newsletters will be sent out.
- One end of year report
- Two Emails will be sent for community surveys

Annual Employee Total Compensation & Benefit report -- We want to create awareness among employees of their total compensation, which includes the cost of bringing their kids to school in district.

Media literacy campaign
Rather than get into mud on Town Forums, responses will direct to FAQs on the MPCSD website.

Assistant Superintendent Update — Jammie Behrendt, MPCSD Assistant Superintendent

Jammie taught K-7th grade and was most recently the Director of Education Services in Belmont/Redwood Shores. She is looking at ways to empower teachers, support principals, and focus on the Strategic Directions. Anything that relates to teaching and learning falls under Jammie.

All Hands Collaboration Day this Monday, Sept. 11, 2017.

LCAP committee-- Looking for participants. Please email Jammie if you are interested in joining the committee. The first meeting will be in October. Date to be confirmed.

Chief Business Officer — Ahmad Sheikholeslami, MPCSD Chief Business Officer

Successful opening of school year

Transportation continues to expand and there are requests for more. 3 bus lines serving Tinsley students. Buses are then utilized to serve 210 resident students. Morning service to OK added. Sam Trans moves 300+ students with Transport

Safe routes to school: continue working with county grant. Sept 19 Speaker series addresses "Safe Routes to School.

We have many of walkers & bikers. City Improvements seem to be working.

Working with After School Programs to strengthen best practices. Vendors need to be providing required checks for facility fees. We have increased from 30K to 275K fee recovery.

Fiscally, we are strong in short term. Eye on long term. No panic, but sense of purposefulness.

MPAEF Update — Stacey Wueste & Amy Coolican, MPAEF Co-Presidents

Auction date: Currently slated for March 17th date is also the MA Auction date. March 17th is also date of our district play. March 10th is new proposed date. Check school calendars and advise Stacey & Amy of any conflicts by Monday.

Thank you for all of your help in the MPAEF campaign. We are currently at 20% of the Annual Parent Campaign.

Joint Campaign Update — Jody Buckley & Calla Griffith, Co-Coordinators

The Joint Campaign has launched

Strategy being used includes:

- Fact Sheet, which is less expensive than the color cardstock, which was/will be distributed at BTSNs
- Video showing at BTSN
- Link to community report and BTSN video going into newsletters

Family Engagement Coordinator can help to translate the community report

Spirit Day launch at schools was very successful

9/29: Joint campaign/spirit day and close of campaign for PTOs. MPAEF parent campaign will continue until November.

School Updates

Erik would like the school updates to reflect on guided questions for principals to discuss. Please email Janelle or Erik if you have specific topics you'd like to discuss.

This month: 1) Transitions back to school and 2) What are you looking forward to this year.

Encinal — Sharon Burns, Principal

- Transition Back to School:
    - Community door hangers to communicate to neighbors of school about big traffic nights. Delivered by Girl Scouts.
    - New Family Orientation in August
    - Summer kickoff to kindergarten for kids that haven't had solid preschool attend.
    - Know my Name campaign: everyone wears nametag first two weeks of school
    - BTSN video highlighting video clips of first 10 days of schools
- Theme: Be ENspired
- Living Tree pilot launched for communication

Hillview — Willy Haug, Principal

- Transition Back to School:

    - ASB Students joint campaign curbside efforts, dressed in blue
    - Academies sending info to families, personalized communication about joint campaign
    - Joint campaign effort at BTSN with continued conversation
    - Transitioning students back to school
    - 5th graders welcomed in Spring
    - WEB leaders selected in Spring to help with 6th grade transition. Camp Hillview day before school. Training sessions with WEB leader students
    - Parent Orientation happens again in Fall, repeats info given in previous Spring
    - New Families welcomed to luau 30 minutes before gates open to all
    - ASB ice cream social to new to district students only.
- What we are looking forward to this year:
    - Gardening Theme for the staff. Project Green Thumb: Tenets are Grace, Commitment & Joy. Goal to have a Joyful year.
    - Mini courses taking a more Project Based lens that is more academic in nature. Theresa Fox and San Mateo Office of Ed helping to infuse STEM.
    - 8th graders still going to Washington DC.
    - Deepening SEL: parent engagement, mindfulness focus, we want to provide an antidote to the pace of our community.

Laurel — Linda Creighton, Principal

- Transitioning back to school
    - Kinder Meet & greets
    - Third graders start transition in Spring with field trips. 2nd graders buddy with 3rd graders so they can visit Upper campus.
    - Extra support available for students who need it
- Looking forward to this year
    - Not moving; return to normalcy.
    - Theme is “Coast”. Implementation versus designing.
    - Need this year to settle in and strive for visions without distraction of moving and designing

Oak Knoll — Kristen Gracia, Principal

- Transition has been great. Looking forward to MPAEF new family social
- Excited about Whole Teacher Framework: Being very clear about what it means to be a teacher at OK. Teaching, Connection, Collaboration & Communication. Each area defined for teachers with guiding question. All about continuous improvement and showing progress as teachers.
- Administrators are making more effort to be out of offices and communicating with families about what principals do.
- Internal theme: work hard, be nice

Oak Knoll PTO —

- Had Spirit Day. Rainbow colors, each grade a different color.

The District Council meeting ended with thanks and announcement of next District Council Meeting on Friday, November 3, 8:45am in TERC A&B

Adjournment -- Janelle McCombs adjourned the meeting at 10:20m.

November snack: Encinal
January snack: Hillview