Menlo Park District Council Meeting Minutes

Friday, February 3, 2017

The meeting was called to order at 8:55am by Kate Kennedy, District Council President.

Approval of January 2017 Meeting Minutes — Janelle McCombs motioned to approve the January minutes. Kathy Orciuoli seconded the motion. All in favor. Motion passed.

2017-18 Nominating Process Introduction — Kate Kennedy

The District Council Nominating Committee will need one member from each school PTO board and one member from the MPAEF Co-Presidents. Kate will be chairing the Nominating Committee for the District Council since Janell Sanford (DC Parliamentarian) has a new work commitment. Kate will get printed directories for each of the school nominating committees.

Treasurer's Report — Kate Kennedy for Gina Skinner, District Council Treasurer

Total funds available as of Feb. 3, 2017: $5,800.94

January activities included:

- Paying expenses for MPCSD Speaker Series (UNsilence, Beyond Measure, Susan Stone Belton)
- Reviewed non-employee compensation paid by the DC
- Obtained required W-9s for preparation of Forms 1099-MISC
- Prepared and mailed 1099-MISC forms
- Review of District Council budget vs. actual expenses to date
- The Revised 2016-17 District Council (Draft) Budget, including a handout "District Council Budget 2016-17, Approved [as Revised] on 9/2/16" was presented to reflect the $100 Joint Campaign dues, which was approved on 9/2/2016.

Recognition (District Service Awards) Introduction — Jill Kispert, Recognition Coordinator

Jill Kispert gave an introduction to the District Service Awards. The Menlo Park School District Honorary Service Awards (HSA) are given to a limited number of individuals each year whose voluntary service to the District has made significant positive impact. These honorees can be parent volunteers, teachers, staff members, or community volunteers. Honorary Service Awards are only given to an individual once. In addition to the HSA, the district also recognizes volunteer service with the Community Service Award (CSA) and the Golden Oak Award, a very prestigious award, often given to someone retiring or leaving the district, and finally the President's award given to current PTO, District Council, and MPAEF Presidents.

Each school's PTO Board has a selection committee, including the school principals, teachers, plus PTO President and Vice President. Each organization should set a target for five awards excluding the President Awards.

Jill passed out a handout with important dates for the 2016-17 Recognition Awards. The dates are as

follows:

- Feb. 3: Review of Guidelines/Timeline with District Council
- March 12 & 19: Newsletter announcements requesting nominations
- April 1: Nominations sent to each organization
- April 17: Approx. number of awards needed to order gifts
- May 1: Each Recognition committee submits recommended list of award recipients
- May 5: DC Leadership meets to review/confirm final list
- Week of May 8: Inform Award Recipients (Personalized letters from PTO/MPAEF)
- May 14 & 21: Announce Award Winners in School Newsletters
- May 25 - Jun 8: Award Events at Schools, MPAEF

Jill will send a recap soon, and invited everyone to email her with requests for the information if needed.

School Board Update — Terry Thygesen, MPCSD School Board Vice-President

Terry spoke about a piece of governance in our district that she described as important but necessarily not well known. She discussed Committees of the Board, and plans for those going forward. A Committee of the Board is a committee that is established by vote and with bylaws by the school board, and has an ongoing purpose. The District staff members serving on these committees are appointed by the Superintendent, with other members appointed by the School Board. These committees don't make decisions; however, they provide a valuable role with expertise and insight assisting with communication to the board. Committees appointments are two-year commitments.

Committees are subject to the Brown Act, requiring notice to the public and open meetings. Minutes are also taken at the meetings. Not all school districts have committees of the board. MPCSD has maintained its first committee since 2012; the Finance and Audit Committee.

Finance and Audit Committee: the purpose is to select an Auditor for the school board. The Auditor recommends ways to improve visibility of the financial condition to the Board. This committee recently led the charge to implement OpenGov.org, which provides more transparent information to the community at large. Terry expressed her gratitude to former School Board member Laura Rich for her leadership in getting this committee started.

Another committee is the Technology Committee of the Board, which brings in outside expertise to help focus the school board's efforts to ensure they are making best practices with technology. At the most recent Technology committee meeting, the newly established FAQs on the MPCSD website.

The third committee is the Staff Recruitment and Retention Committee, which uses extended governance to work with our staff, and to make sure we are informed and using best practices with regard to staff recruitment/retention. This committee makes sure that we are competitive with salary and benefits, and ensures that we have the right data to make decisions.

Questions and discussion followed.

Superintendent Update – Dr. Maurice Ghysels, MPCSD Superintendent

Maurice added on to Terry's discussion of Committees of the Board, and stated that it is important to get the external input/voice from our committees.

He discussed "Feedback Culture," stating that the way we talk to each other and use teamwork is

important. Feedback Culture includes both how we provide and accept feedback. The way we work and talk with each other creates a collaborative environment, one that is psychologically safe and uses constant improvement in teamwork. Feedback can also be threatening and intimidating in governance, but we need to use it effectively.

Maurice then spoke about a recent special partnership between MPCSD and Stanford University that is focusing on English language learners. English language learners in schools are a critical path for learning.

Questions and discussion followed.

MPAEF Update — Jennifer Dahmus/Alka Gupta, MPAEF Co-Presidents

- Alka reported that MPAEF has raised $3.39M, and is 97% to goal of the parent campaign. The foundation needs $500K more to reach their goal in order to grant the district $3.7M.
- The focus of MPAEF turns to the Spring Auction coming up on March 25th. Dates for ticket sales and when auction items go live are TBD. Alka invited feedback, volunteers, and ideas for the auction.
- The Mini Auction for Summer camps happened in January. It was effective in creating an earlier buzz and awareness for the upcoming Spring Auction event.
- The Schoolhouse Rocks 5K is May 21. Planning is well underway with committee chairs working hard to prepare for the event.
- The Nominating Committee for the MPAEF is kicking off. Alka invited everyone to participate and consider being a part of the MPAEF board.

Joint Campaign Update — Jody Buckley & Calla Griffith

The official launch for next Fall's joint campaign is today. Jody said they plan to begin discussing important campaign dates, i.e. BTSN, and will be in contact with school principals. The sooner they can get dates on their calendars, the easier it will be to get the campaign up and running.

School Updates

Hillview — Mary Martin, Hillview Associate Principal

- Spirit Week is ending and the school dance is tonight.
- Staff are ramping up toward 8th grade graduation.
- SBAC is coming, so will be asking parents to check dates for doctor appointments and be aware of testing dates.
- Mini courses have been revealed. Most 8th grade students got their 1st choice.
- National Assessment of Educational Progress (NAEP): Hillview has been randomly selected to participate. This will measure 8th grade progress.
- 8th graders will be taking the CAST - California Science Test
- DigitalPromise.org is taking a tour of Hillview, will provide teachers with tools to support STEM
- Community Wellness Circles happening today
- Shadow Days are ramping up for 5th graders coming through to tour Hillview

Oak Knoll — No update.

Laurel — Linda Creighton, Principal

See below.

Encinal — No update.

PTO Updates

Hillview - Jody Buckley and Julie Nelson, PTO Co-Presidents

Nothing further to add.

Laurel — Kathy Orciuoli, PTO Co-Vice President and Linda Creighton, Principal

- Laurel Scholastic Book fair is coming up in February.
- Working on Kindergarten Registration
- Pop! Pop! Read a lot! Challenge begins next week. Encourages kids to read and raise money for Laurel while doing it.
- Specialist showcase
- Spanish immersion parent information night had a huge turnout.

Encinal — Claire Burks, PTO Co-President

- Cultural Arts Day is today at Encinal focusing on Japan and Japanese culture.
- 4th Annual Encinal Speech and Debate Tournament this weekend

Oak Knoll — Janelle McCombs, PTO President

- Oak Knoll's principal, Kristen Gracia, is very excited to analyze the recent parent survey data. She will be meeting with staff to go over results and present feedback in a positive way.
- A school rally is planned for Valentine's Day called "Oak Knoll Feels the Love," to celebrate diversity, share school spirit and reflect on what it means to show compassion.
- Kindergarten registration has started, and tours are being held for incoming families.

Adjournment - Kate Kennedy adjourned the meeting at 10:25am.

Next District Council meeting — Friday, March 3, 8:45am; TERC A & B
March Snack — Hillview