APPROVED

# Menlo Park Academy Governing Board

# Minutes

## Program Excellence Committee Meeting

**Date and Time**
Tuesday April 26, 2016 at 5:00 PM

**Location**
MPA Conference Room

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

**Committee Members Present**
Beverley Veccia, Carol Ryan, Doug Thompson, Susan Zambo, Suzanne McFarland, Tom Creamer

**Committee Members Absent**
Tammi Belko, Teri Harrison

**Committee Members who arrived after the meeting opened**
Tom Creamer

**Guests Present**
Brenda O'Neill, Cathy Aldrich, Paul O'Neill

### I. Opening Items

#### A. Record Attendance and Guests

### B. Call the Meeting to Order

Suzanne McFarland called a meeting of the Program Excellence Committee of Menlo Park Academy Governing Board to order on Tuesday Apr 26, 2016 at 5:09 PM.

### C. Approve Minutes

Carol Ryan made a motion to table approval of the minutes from the Program Excellence Committee Meeting on 03-29-16. (C. Aldrich previously motioned to approve, but there was no second.) Program Excellence Committee Meeting on 03-29-16.
Suzanne McFarland seconded the motion.
The committee **VOTED** unanimously to approve the motion.

### D. New item

S. McFarland introduced new committee member Carol Ryan.

### E. New item

Cathy Aldrich made a motion to approve minutes from the Program Excellence Committee Meeting on 02-23-16 Program Excellence Committee Meeting on 02-23-16.
Susan Zambo seconded the motion.
The committee **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Cathy Aldrich | Aye |
| Suzanne McFarland | Aye |
| Carol Ryan | Abstain |
| Susan Zambo | Aye |

Carol Ryan abstained.

### F. New item

S. Zambo summarized and distributed 10 emails received concerning the dress code and proposed uniform policy. Six were in favor of uniforms and four against. Pros listed were cost, availability and stricter dress. Cons were cost, sensitivities to materials and lack of individual expression. One parent would consider leaving if uniforms adopted. B. Veccia presented two letters in favor of a uniform.
Tom Creamer arrived.

## II. Program Excellence

### A. New item

S. McFarland reviewed the committee charter, purpose and function of the committee. She reported that a consultant from the sponsor is coming to do PD for the staff regarding implementation of IEP Services. Discussion that the dress code policy revisions was

referred to the PEC by the Board because it was the best fit for overseeing this policy change. Discussion of process for delegation of work.

**B. New item**

S. McFarland presented the driving forces for the policy changes. B. Veccia presented the process used for determining the reasons for and creation of a proposed uniform policy. Staff, parents and students were consulted. The students reported they wanted a more professional environment. She also presented how to obtain uniforms and cost as well as comparisons with other districts with uniform policies.
Discussion on what problems are being solved; enforcement; cost and timing; community input and what is/is not allowed.
Cathy Aldrich made a motion to adopt the Revised Dress Code Policy a presented.
Discussion ensued after the second. C. Aldrich then made a motion to adopt the policy as amended in the previous motion, there was no second.
Suzanne McFarland seconded the motion.
The motion did not carry.
Cathy Aldrich made a motion to amend the previous motion to remove the language from the policy concerning how and where uniforms may be obtained.
Suzanne McFarland seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Carol Ryan made a motion to adopt the dress code policy in effect September 2014 with the following revisions: - add for "Grades K-8" in the header; - add the preamble from the proposed uniform policy presented by B. Veccia; #1, add the words "3/4 length tops" at the end of the sentence; - #2, add the words "loose fitting, uniform-style" before the word "pants" and add "capris or knee-length shorts" at the end of the sentence; - #3, add the words "all of which are no more than 3 inches from the top of the kneecap" after the word "dresses". - #4, add the word "solid" after the word "any"; remove the words "under-skirt" and add the words "worn under skirts, dresses or jumpers" at the end of the sentence; - #7, add the words "vests, or sweatshirts with or without a hood (hoods must stay down during the school day)" at the end of the sentence; - remove #9 as it is a repeat of the amended #2; - Gym days section: remove the word "grey" and "leggings" and add the words "athletic pants" at the end of the sentence; - In the not allowed section, add "revealing clothing".
Suzanne McFarland seconded the motion.
The committee **VOTED** unanimously to approve the motion.

**C. New item**

In the interests of time, S. McFarland requests that each committee member review her draft staff survey and the survey summary done two years ago for the whole community and please email her any additions/revisions to be included in the next draft.

**D. New item**

S. McFarland presented concepts from the MPA Program Standards as a document to develop into a rubric to use for assessment and discussion of our program. S. McFarland offered to create a rubric. B. Veccia and D. Thompson says the document as uploaded is sufficient for them work with.

### E. New item

B. Veccia reported that she is looking into adding an afternoon offering for K-4. She discussed other camp options, so the budget is not yet ready and so the proposal is not ready for voting. Some discussion about possibly opening up to other school gifted populations if space allows.

## III. Other Business

### A. New item

S. McFarland reported on the status of the MAP testing webinar and confirmed that the consensus of the committee is to move forward with the MAP. Support is available if we commit, also will have 4 data points per year and it is cost effective and the test adjusts for individual student levels. Discussion of meeting needs and assessment of students at their instructional level. Also S. McFarland talked with the rep for the IOWA testing and it seems as if it will not meet all of our needs, but may still have value. Discussion of merits of different tests and scenarios of how MPA would utilize each test to meet student needs.
S. McFarland made a motion to adopt the MAP for SY16-17. C. Aldrich seconded. Discussion on MAP benefits. Motion carried. Unanimous.

## IV. Closing Items

### A. Adjourn Meeting

S. McFarland will create a Doodle poll to determine a date for a special PEC meeting to discuss the Curriculum Model.
Carol Ryan made a motion to adjourn the meeting.
Susan Zambo seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:02 PM.

Respectfully Submitted,
Cathy Aldrich