

San Mateo-Foster City School District
Minutes
REGULAR MEETING--BOARD OF TRUSTEES
December 19, 2019, 6:30 PM
1170 Chess Drive
Foster City, CA 94404

1. CALL TO ORDER: 5:30 P.M.

2. RECESS TO CLOSED SESSION

**2.1. GOVT. CODE 54956.9, subd. (d)[(2) or (3)] - CONFERENCE WITH LEGAL COUNSEL--
ANTICIPATED LITIGATION Significant exposure to litigation: (1 case).**

**2.2. Conference with Legal Counsel - Anticipated litigation: Initiation of litigation pursuant to
Subdivision (d)(4) of GOVT. CODE Section 54956.9: (1 case).**

**2.3. GOVT. CODE 54957 - PUBLIC EMPLOYEE PERFORMANCE GOALS/EVALUATION.
TITLE: Superintendent.**

**If these discussions are not completed before 6:30 p.m., the Closed Session will continue following
the regular meeting.**

3. RECONVENE TO REGULAR MEETING

The Regular Board meeting started at 6:34 pm.

3.1. Report out of Closed Session

Nothing reported out of Closed Session.

3.2. Flag Salute

The Flag Salute was led by 8th grade students Olivia Murray, Audrey Lee, Elliott Regan, and Kaitlin Graetz of Abbott Middle School.

3.3. Roll Call

All Board members were present:

Kenneth Chin
Noelia Corzo
Rebecca Hitchcock
Alison Proctor
Shara Watkins

3.4. Approval of Agenda: December 19, 2019 (v)

Motion Passed: Passed with a motion by Kenneth Chin and a second by Noelia Corzo.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

3.5. Approval of Minutes (v)

3.5.1. November 12, 2019 - School Visitations

Motion Passed: Passed with a motion by Kenneth Chin and a second by Noelia Corzo.

Yes Kenneth Chin
Yes Noelia Corzo
Abstain Rebecca Hitchcock
Abstain Alison Proctor
Yes Shara Watkins

3.5.2. November 14, 2019 - Regular Board Meeting

Motion Passed: Passed with a motion by Rebecca Hitchcock and a second by Kenneth Chin.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Abstain Alison Proctor
Yes Shara Watkins

4. RECESS REGULAR MEETING/CONVENE ANNUAL ORGANIZATIONAL MEETING

4.1. Ceremonial Swearing In of New Trustees: Alison Proctor and Kenneth Chin

The Board proceeded with the ceremonial swearing in. Kenneth Chin and Alison Proctor were presented with a Certificate of Elections issued by the San Mateo County Elections Office.

Trustee Watkins congratulated both Trustees on their election and welcomed them aboard.

4.2. Election of Officers (v)

Nomination of the President: Noelia Corzo

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES TAKE ACTION TO ELECT OFFICERS FOR 2020: PRESIDENT, VICE PRESIDENT, CLERK, AND TRUSTEE REPRESENTATIVE. Passed with a motion by Shara Watkins and a second by Rebecca Hitchcock.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Nomination of the Vice President:

Trustee Corzo nominated Trustee Hitchcock to be the Vice President. Trustee Hitchcock appreciated the nomination. However, she noted that she won't be able to commit to the time requirements and nominated Trustee Chin. The first motion failed for lack of second.

Motion Passed: Vice President Kenneth Chin: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES TAKE ACTION TO ELECT OFFICERS FOR 2020: PRESIDENT, VICE PRESIDENT, CLERK, AND TRUSTEE REPRESENTATIVE. Passed with a motion by Rebecca Hitchcock and a second by Noelia Corzo.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Nomination of Clerk: Rebecca Hitchcock

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES TAKE ACTION TO ELECT OFFICERS FOR 2020: PRESIDENT, VICE PRESIDENT, CLERK, AND TRUSTEE REPRESENTATIVE. Passed with a motion by Kenneth Chin and a second by Alison Proctor.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Nomination of Trustee Representative: Shara Watkins

Motion Passed: Trustee Representative Shara Watkins: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES TAKE ACTION TO ELECT OFFICERS FOR 2020: PRESIDENT, VICE PRESIDENT, CLERK, AND TRUSTEE REPRESENTATIVE. Passed with a motion by Kenneth Chin and a second by Rebecca Hitchcock.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Trustee Corzo expressed her gratitude for becoming the President of the Board. She stated that she is proud of what the Board has achieved and is excited to lead the work. Her son and father were in the audience.

Trustees Chin and Corzo thanked outgoing President Watkins for her leadership over the past year.

4.3. Appointments by the President

The following appointments were made by the Board President:

Secretary of the Board = Dr. Joan Rosas

Legislative Representatives = Trustees Hitchcock, Proctor.

Liaisons to San Mateo City City Council = Trustees Corzo and Watkins

Liaisons to Foster City Council = Trustees Corzo and Proctor

Liaison to the San Mateo - Foster City Education Foundation = Trustee Watkins

Liaison to PTA Coordinating Council = Trustees Hitchcock and Proctor

Liaison to the District Special Education District Advisory Council (SEDAC) = Trustee Hitchcock

Liaison to the District English Language Advisory Council (DELAC) = Trustees Corzo and Chin

Liaison to the Sanctuary Task Force = Trustees Corzo and Chin

Liaison to the Enrollment Growth Study Group = Trustee Chin and Watkins

Liaison to the Equity Task Force = Trustees Corzo and Watkins

Liaison to Home Room Committee = Trustee Chin

Liaison to Communications Committee = Trustees Proctor and Hitchcock

Liaison to Labor Management Initiative (LMI) = Trustees Corzo and Chin

Liaison to the Facilities Advisory Committee (FAC) = Trustee Chin

4.4. Adjourn Annual Organizational Meeting (v)

The Annual Reorganization Meeting adjourned at 6:55 pm followed by a short break.

Motion Passed: Passed with a motion by Shara Watkins and a second by Rebecca Hitchcock.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

5. RECONVENE TO REGULAR MEETING

The Regular Board Meeting reconvened at 6:59 pm.

6. RECOGNITION

6.1. Distinguished Schools - Borel Middle School and Bowditch Middle School

Elmer Martinez and Kevin Fong presented resolutions on behalf of Senator Jerry Hill and Assembly Member Kevin Mullin honoring Borel and Bowditch Middle Schools as the 2019 Distinguished Schools. He congratulated everyone who made this achievement possible. Representatives from each of the schools, Jessica Notte from Borel and Celeb Bowers from Bowditch accepted the resolutions and posed for photos.

Trustee Corzo thanked everyone involved for their work and for closing the achievement gap.

6.2. Permanent Status-Certificated (v)

Assistant Superintendent Sue Wieser presented a list of 33 teachers who were recognized for successfully completing a two-year probation period and were eligible for permanent status. She congratulated them and thanked them for educating, nurturing, and encouraging their students to seek their greatest potential. Principals of each site recognized their teachers.

Trustee Corzo expressed her appreciation for the important work that the teachers do for the students in the District.

7. STATEMENTS

7.1. Public Statements Related to Non-agenda Topics:

Ian McCullough, spoke as a parent and on behalf of the George Hall PTA expressing concerns regarding the building of the new fence in a school playground. He noted that the PTA members are frustrated and disappointed by the District's decision and asked 1) to find solutions to this issue before starting the project. 2) delay the project and communicate with parents and staff of the purpose of the project to reach a mutual agreement before building the fence.

Amy Fickenscher, who spoke as a parent of George Hall Elementary School, appreciated the District's response to improve student safety but felt that diligent supervision is needed and that a fence is not necessary. She thought that the funds to build a fence can be used more effectively by providing more training for yard supervision staff and hiring additional Para Educators.

7.2. Public Statements Related to Agenda Items: Persons will be called on at the appropriate time

7.3. Foundation/Committee Reports

Trustee Watkins noted that she was not able to attend the Equity Task Force (ETF) on December 17 and asked Dr. Rosas to give an update. Dr. Rosas reported that the ETF reviewed CORE District Data and talked about visiting schools who are beating the odds.

Trustee Chin attended the Home Room Committee where they further discussed staff housing in various areas of the county.

7.4. Announcements

Trustee Watkins shared that the Education Foundation is organizing a Gala Night for the fall of 2020.

Trustee Chin shared that he attended the CSBA Annual Education Conference in San Diego early in December and that the highlights will be shared at the January 16, 2020 Board meeting. He felt that the sessions at the conference were powerful.

Trustee Corzo felt that the CSBA workshops were essential in learning what other districts are doing and building relationships with other districts and their Board members. She congratulated Nicole Anderson for the work done in supporting various school districts and she looks forward to working with her on equity in the District.

8. PROPOSED CONSENT AGENDA (v)

The following items were removed from the Consent Agenda for further comments, clarification, and discussion:

- 8.1.4. Revisions and Required Language Updates to the Recent Global Adoption of the San Mateo-Foster City School District's Policies, and Administrative Regulations.
- 8.2.10. Administrative Regulation (AR) 3311 - Public Contract Code 20118.
- 8.2.13. Listing of Payments.

Motion Passed: Passed with a motion by Shara Watkins and a second by Rebecca Hitchcock.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Item 8.1.4. - Revisions and Required Language Updates to the Recent Global Adoption of the San Mateo-Foster City School District's Policies, and Administrative Regulations

Public Comments:

Randy Paynter referred to language found on the BP 5145.11(b) - Questioning and Apprehension by Law Enforcement and expressed her concern with this policy as it states that students can be interrogated without parent's prior knowledge, consent, or presence. She is concerned that students who still face barriers in this District can be influenced during interaction with law enforcement and shared a resource on this subject. She asked the Board not to approve this policy for the protection of the students.

Dr. Rosas clarified that the revised language in the policies is related to requirements by the FPM reflecting guidance from Attorney General Xavier Becerra related to immigrant rights and that she has asked Legal Counsel to review the language in the area of concern for further consideration. She asked that the policies be accepted and this policy come back for further discussion

Trustee Watkins asked that the link Randi Paynter mentioned be sent to the Board, Dr. Rosas and the staff bring this policy back at a future meeting for further review.

Trustee Corzo brought up the importance of community involvement as it can provide an opportunity for the Board and the District improve its policies and practices. She shared that this issue hits close home for her as one of her siblings went through a similar situation. She felt that the Sanctuary Task Force could look into this concern as can this affect all students.

Trustee Chin asked if this is a standard CSBA policy. Dr. Rosas noted again that she is seeking Legal Counsel on the modification of the language on this policy.

Motion Passed: Passed with a motion by Rebecca Hitchcock and a second by Alison Proctor.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Item 8.2.10. - Administrative Regulation (AR) 3311 - Public Contract Code 20118.

Dr. Rosas shared additional information on this item for the Board to ask questions. She explained that by approving this process the Board grants the Superintendent authority to approve change orders up to 10% of the project total. Without this process in place, the Board would have to meet on change orders and meet the required quorum. She stated that this process has been reviewed by Legal Counsel. She shared that the District has a new tracking form that shows the current project budgets.

Public Comments:

Randy Paynter spoke about the Administrative Regulation (AR) 3311 - Public Contract Code 20118, which recommends that the Superintendent have the authority to approve change orders not exceeding 10%. She expressed her concerns with this recommendation as the ongoing budget is large, 10% still adds up to millions

of dollars and it lacks fiscal transparency. She felt that by the approval of this item, the Board grants authority to current and future superintendents and gives up the Board's authority. She asked the Board to keep the authority for effective governance. She recommended options such as the Board committing to 72-hour short notice special meetings.

The Trustees felt that they needed time to consider this item. They asked to remove it from the Consent Agenda and bring it back for further discussion and consideration of perhaps setting a dollar amount, percentage, or making no changes at all.

Motion Passed: Passed with a motion by Kenneth Chin and a second by Shara Watkins.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Item 8.2.13. Listing of Payments to Meet District Expenditures

Trustees Proctor and Corzo asked that the warrants include a brief description of the expense.

Motion Passed: Passed with a motion by Alison Proctor and a second by Shara Watkins.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Item 8.2.15. Gifts Presented to the Schools:

Trustee Chin thanked Ms. Joyce Mkitarian for her substantial donation made to the District on behalf of Ms. Dorothy Boyajian.

Following the consent agenda, Dr. Rosas thanked the Board for approving Ms. Amy Snow as the Principal of the New School in Foster City. Ms. Snow will be moving from Beresford Elementary School to the New School.

8.1. EDUCATION/STUDENT SERVICES

8.1.1. Piggyback/Membership to SourceWell (formerly NJPA) for Equipment & Supplies

8.1.2. E-Rate Bid Evaluations - Internet, Transport & WAN

8.1.3. Contract for Mental Health Services - School-based Counseling Services - Between The Youth Services Bureau (YSB) of the Urban Services Branch of the YMCA of San Francisco and the San Mateo-Foster City School District

8.1.4. Revisions and Required Language Updates to the Recent Global Adoption of the San Mateo-Foster City School District's Policies, and Administrative Regulations

8.1.5. New Teacher Center

8.2. BUSINESS/FINANCE

8.2.1. Abbott Middle School Re-Roofing Project- Change Order No.2- Andy's Roofing Company Inc.

8.2.2. Abbott New Gymnasium and Classrooms Project- Smith-Emery San Francisco Inc. -Amendment No.2

8.2.3. Abbott Middle School-New Gymnasium/Classrooms Project- Cody Anderson Wasney Architects Inc.

8.2.4. Abbott Middle School - Notice of Completion - T-Mobile Upgrades

8.2.5. Bayside Academy-Gymnasium/MPR Building Heating System- Cypress Engineering Group

8.2.6. Bayside New Gym Project-Change Order. 002 Rodan Builders, Inc.

8.2.7. Borel Middle School New Gym & Classrooms - Increment #1 - Change Order #2 - Rodan Builders, Inc.

8.2.8. SPED Transportation by Adroit Advance Technologies, Inc., to NPS Facilities

8.2.9. Super Co-Op USDA Foods Cooperative Administrative Services Contract

8.2.10. Administrative Regulation (AR) 3311 - Public Contract Code 20118

8.2.11. Resolution No. 13/19-20 Redesignating SMFCSD as the Super USDA Foods Cooperative Lead Agency

8.2.12. Contracts & Consultants \$45,000 and Under

8.2.13. Listing of Payments to Meet District Expenditures

8.2.14. Resolution No. 12/19-20 - Surplus Equipment

8.2.15. Gifts Presented to the Schools

8.3. HUMAN RESOURCES

8.3.1. Assignments Noted for Individuals Listed

8.3.2. Resignations, Releases, and/or Retirees

9. SUPERINTENDENT SERVICES/BOARD

9.1. California School Boards Association (CSBA) Delegate Assembly Nominations

Dr. Rosas shared some history of the California School Boards Association (CSBA) Delegate Assembly Nominations and explained that Delegates are elected or appointed by local board members in 21 geographic regions and that they ensure that the Association reflects the interest of the school districts and county offices of education throughout the state. She shared that this year there are three positions open in this region and asked the Board if they were interested in nominating their own delegate.

The Board did not nominate anyone.

10. BUSINESS/FINANCE

Trustee Watkins stepped out for a short break.

10.1. 2019-2020 First Interim Report (v)

Chief Business Official Patrick Gaffney presented information regarding the First Interim Financial Report and he thanked Director of Fiscal Services Christine Gong and her staff for their support in preparing the information. He gave an overview of the First Interim, an update on the District revenue, expenditures, Multi-Year Projections, and next steps. He shared that the property tax revenue increased to \$2.9 million this year and that he reached out to the County Tax Assessor to meet more frequently and on the outlook of the revenue. He and his team will work together to look at trends in revenue and expenditures.

The Board thanked Mr. Gaffney for the presentation. They were glad to learn that he plans to meet periodically with the County to review property tax revenues. They were curious as to why the Special Education budget was low and requested to define who the NPS/NPA students were. They liked

seeing the report from a fresh perspective. They thanked the voters for the passage of Measure V and wanted to know how far into Basic Aide the District is as it has been a “flipper” District.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE THE 2019-20 FIRST INTERIM FINANCIAL REPORT. Passed with a motion by Alison Proctor and a second by Rebecca Hitchcock.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Absent Shara Watkins

11. EDUCATION/STUDENT SERVICES

11.1. Special Education Program Update

Director of Special Education Alma Ellis, Preschool Teacher Cristina Blanco, and SEDAC Co Chair Amy Fickenscher presented the highlights of the Special Education Program for the 2019-2020 school year. They gave an update on the programs, First Interim budget for Special Education, Audit, Leadership Team, and the Special Education District Advisory Committee (SEDAC) initiatives.

Board Comments and questions:

The Trustees appreciated the updates and thanked the staff and parents for their work.

Trustee Corzo thanked Ms. Ellis and her team for creating a Leadership Team. She is looking forward to another update in February. She noted that she continues to be grateful for the teams who are working together to do this difficult work. She understands that the District is a large organization and believes that systems and processes need to be looked at closely for better opportunities. Focusing in communications, she asked if the Special Education Department can work with the Communications Committee for making improvements in their communication efforts and be more effective.

Trustee Chin appreciated the information especially related to the budget as he was able to see the numbers. He followed up on the request to interview additional parents and staff as part of the audit. He liked to hear about the parent handbook and the improvement in communications and asked if the Special Education webpage is part of the District website. He was glad to hear that there is a training scheduled for the 6 of January, 2020 for the cohesiveness of the Special Education team.

Ms. Ellis responded that 70 participants have been interviewed so far and she confirmed that the Special Education website is part of the District website. Dr. Rosas confirmed that the information is being updated on the District website.

Trustee Watkins returned from her break 8:37 pm.

Trustee Hitchcock is looking forward to being part of the SEDAC.

Trustee Corzo would like to see alignment with the communications committee.

Trustee Proctor thanked them for the work they are doing and appreciated hearing about the initial talks around the mission and vision process. She asked that the District keep track of the comments and progress as it's important to celebrate success and the impact that the Special Education Department makes as well as identifying needs and how the Board can support.

11.2. LCAP Academic Metrics, Indicators and Targets

Assistant Superintendent of Student Services David Chambliss and Cameron Lewis, Coordinator, Assessment, Research, Evaluation Services presented the an update on student progress around LCAP goals and targets. The presentation focused on the 2019 CASSPP Smarter Balanced results, Progress towards ELA/Math targets, Inquiry around Galileo results, and CORE Data results. They reviewed the three ways the District measures progress: 1) California School Dashboard for state accountability 2) Local Control Accountability Plan (LCAP) for local accountability measure, and 3) CORE District Data Collaborative for local inquiry measure.

Board Comments:

Trustee Chin appreciated the presentation and welcomed Mr. Lewis to the District. He liked the way the data was displayed graphically. He noted that this data helped him visualize whether the goals were met. He asked if the Galileo test WAS THE SAME from the beginning to the middle to the end of the year. Mr. Chambliss explained that there are differences. Trustee Chin did appreciate the CORE data and using it to find what is working.

Trustee Watkins thanked them for presentation and for gathering all the data. She appreciated the first presentation of the series of three. She liked seeing the data in a comprehensive way, the framing of it, and being able to discuss about it. She noted that the charts show how much work needs to be done and the feeling of urgency with disparities across the District. She asked that the District identify root-cause and challenges and determine how we will narrow down the issues, move forward, and how the Board can support the effort. She would like to see the scores by school and by group. She is also concerned about relying too heavily on CORE data as she feels California scores are low overall. Are our students high school ready?

Trustee Hitchcock thanked them for the presentation and liked the graphic layout. She recognizes that growth is needed. However, she appreciated focusing on the “what” not “who.”

Trustee Proctor thanked them for the presentation. She was curious about the findings in the students with disabilities group as they show low in the numbers. She would like to continue looking at all the categories, particularly looking at the cause for the large increases and decreases. She was interested in learning more about Galileo, specifically students in the nearly met category as she thinks that this information would be of value to parents whose kids fell behind as well as students that were in the exceeding standards then fell in the met category. She liked the CORE Data and was curious about the cause for the large increases and decreases in the percentiles.

Trustee Corzo also welcomed Mr. Lewis to the District and noted that growth is essential and that closing the opportunity gap is the Board's priority and with equity in mind, they need to focus on those areas. She liked the continuous improvement framework and she is hopeful that the District is moving in the right direction.

12. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Watkins requested another update on the Special Education audit and SEDAC.

Trustee Chin reported that he attended the Leadership meeting at the San Mateo High School District in December, which happened to be a cell phone free day learning environment and enjoyed seeing students interacting with each other. He requested to hear a report of whether the middle school sites are facing challenges or not as a result of the use of cell phones in campus. He also requested to explore funding for solar energy. He would like to conduct an in depth study on solar energy along with a solar plan for the District. He felt that there is an opportunity for the District to apply for grants in 2020 for solar power. In addition, he would like an update on air conditioning pilot. He stated that he feels fortunate to serve the District in spite of the challenges the District faces. He wished everyone happy holidays.

Trustee Corzo requested to look into an Ethnic Studies curriculum.

Trustee Proctor noted that she enjoyed her first meeting and wished everyone happy holidays.

Dr. Rosas also wished everyone happy holidays.

13. SUPERINTENDENT REPORT AND FUTURE MEETING DATES

List of future meeting dates:

January 13, 2020	7:00 pm	PTA Council Meeting
January 13, 2020	7:00 pm	SMFCSD Education Foundation

January 14, 2020	7:00 pm	SEDAC Meeting
January 16, 2020	4:30 pm	Special Board Meeting – Study Session
January 16, 2020	6:30 pm	Board Meeting
January 21, 2020	7:00 pm	Equity Task Force
January 23, 2020	8:10 am	School Visitations
January 28, 2020	6:00 pm	DAC/DELAC Meeting
January 30, 2020	4:30 pm	Special Board Meeting – Governance Workshop
January 30, 2020	6:30 pm	Regular Board Meeting

14. ADJOURNMENT

14.1. Adjournment (v)

The Board adjourned to Closed Session at 9:50 pm.

Closed Session adjourned at 10:30 pm.

Motion Passed: Passed with a motion by Rebecca Hitchcock and a second by Noelia Corzo.

Yes Kenneth Chin
Yes Noelia Corzo
Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

Board Secretary

Date