

**San Mateo-Foster City School District**  
**Minutes-**  
**REGULAR MEETING~BOARD OF TRUSTEES**  
October 03, 2019, 6:30 PM  
1170 Chess Drive  
Foster City, CA 94404

**1. CALL TO ORDER: 6:00 P.M.**

**2. RECESS TO CLOSED SESSION**

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

**2.2. Review Non-Public School (NPS) contract(s) for the 2019-2020 school year.**

**3. RECONVENE TO REGULAR MEETING**

The Regular Board Meeting began at 6:32 p.m.

**3.1. Report out of Closed Session**

Nothing reported out of Closed Session.

**3.2. Flag Salute**

The Flag Salute was led by Kellen Chang, Gurkiran Sohal, and Anika Shah of Bowditch Middle School.

**3.3. Roll Call**

All Board members were present:

Kenneth Chin

Noelia Corzo

Rebecca Hitchcock

Audrey Ng

Shara Watkins

**3.4. Approval of Agenda: October 3, 2019 (v)**

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Noelia Corzo.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

**3.5. Approval of Minutes (v)**

**3.5.1. September 19, 2019 - Regular Meeting**

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Noelia Corzo.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

**3.5.2. September 19, 2019 - Special - Study Session**

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Rebecca Hitchcock.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

### 3.5.3. September 26, 2019 - School Visitations

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

Yes Kenneth Chin  
Abstain Noelia Corzo  
Yes Rebecca Hitchcock  
Abstain Audrey Ng  
Yes Shara Watkins

## 4. RECOGNITION

### 4.1. Presentation by District Students of Basic Golf/Tennis Skills

Dr. Rosas introduced Physical Education Teachers: Mr. Brendan Devane from San Mateo Park Elementary, Mr. Nobu Kotani from Brewer Island Elementary School and Ms. Coreen Aldapa from Bowditch Middle School with their students and Teacher on Special Assignment, Julienne Nakano. Using some of the equipment that was donated to all of our schools and is noted in the gifts section from First Tee of San Francisco at \$30,000 and the United States Tennis Association at \$26,000, the students demonstrated a Physical Education lesson and encouraged audience participation.

### 4.2. Resolution No. 06/19-20 for Week of the School Administrator (v)

The Trustees took turns reading a Resolution recognizing the Week of the School Administrator.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION NO. 06/19-20 HONORING THE DISTRICT'S ADMINISTRATORS AND DECLARING OCTOBER 14-18, 2019 AS THE WEEK OF THE SCHOOL ADMINISTRATOR. Passed with a motion by Rebecca Hitchcock and a second by Audrey Ng.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Audrey Ng  
Yes Shara Watkins

## 5. STATEMENTS

### 5.1. Public Statements Related to Non-agenda Topics:

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

Steven Davis stated that the Board had appointed five members to the Community Advisory Committee. He would like to see the appointment process systematized since the committee members did not have terms or replacement procedures. He also asked that the Board to systematize the Special Education Advisory Committee (SEDAC) and wondered why the SEDAC Resolution that had been presented previously had not been utilized for this purpose.

Amy Connors, a parent at Parkside, advocated for the Parkside Montessori students especially related to their fifth grade students. She wondered why the Board did not follow the policy of providing equal access to the middle years program for both North Shoreview Montessori and Parkside Montessori 5th grade students as both schools need equal opportunities. She reiterated her previous request for coaching and training for teachers, providing the needed facilities for students, and providing equal access to the middle years programs in compliance with policy.

Robin Flecha, preschool Special Day Class teacher, described a situation related to the installation of the LED lights at George Hall Elementary School and expressed surprise that the contractors didn't use drop cloths. She said that the classrooms were not cleaned and that the next morning the classes had to be evacuated to other classrooms. The community came together and the rooms were cleaned. However, this was very disruptive to everyone.

Cristina Blanco, a preschool teacher George Hall Elementary School, described the same situation. She said that the issue was handled but was stressful. She also explained that a similar situation occurred at LEAD Elementary School so she let Dr. Rosas know so that she could follow up on the issue. Ms. Blanco knows that more lights will be installed and the District needs to ensure that the rooms are cleaned.

Amy Fickenscher has two children in the District and her son attends George Hall Elementary School. She provided information to the school about his need for a special education aide. On Friday, August 23, her son's aide left him unattended and as a result, he left the school and was later found at Whole Foods. She stated that there was clearly a break down with the communication/emergency protocol and there was need for training for the para educators. To ensure that this doesn't happen again she felt that safety protocols should be reviewed before each school year that the District should hire highly qualified aides, train para educators, and provide consistent support throughout the year. She also advocated for proactive training for aides at least one day prior to the opening of the year. She was very concerned about the lack of safety and proactive training.

Melissa La Rue is also a parent at George Hall Elementary School and her child is doing well but still feels that what was stated by Ms. Fickenscher is of great concern. She would like to see all of the aides proactively trained before the beginning of each school year.

Ian McCullough, parent at George Hall Elementary School, stated that the whole community will stand up and help be responsible. The Principal has asked that the theme of the year be Gratitude and he is grateful for being a George Hall Jaguar. He feels that the school is better than when his daughter first started there and that it will continue to improve.

Erin White, a parent at North Shoreview Montessori, advocated for the K-8 program. Her daughters both spoke to their desire to maintain the K-8 program.

Meredith Macaulay advocated for continuing the K-8 Montessori program. She understands that the Trustees are interested in equity, numbers of spaces for students, and potentially changing the structure of the Montessori program. She suggested a multilingual outreach to improve diversity. She felt that research shows that K-8 programs do support all students well and suggested setting spaces aside for the neighborhood, creating a Montessori liaison position, and addressing the twelve 5th grade Parkside students' needs by allowing them to attend North Shoreview.

### **5.3. Foundation/Committee Reports**

Trustee Ng stated that the San Mateo Foster City Education Foundation (Ed Foundation) held a Community Meeting and shared their work to date which includes new equipment that has been purchased and is use in our schools. She also explained that this year the Ed Foundation is planning a Read-a-thon and a 5K/10K run.

Trustee Chin shared that the PTA Council held a social at Daniela Relaford's home. He also attended a Home for All Task Force at the San Mateo County Office of Education to address the need for workforce housing in this area.

Trustee Watkins and Dr. Rosas met with two Council Members from the City of Foster City and discussed the new school and Phase II facilities projects which includes work at Bowditch Middle School.

Trustee Corzo and Watkins met with the Equity Task Force to finish the work that they had started on September 12. They discussed what the Task Force needs to move forward with their work and to prepare a presentation to the Board.

### **5.4. Announcements**

Trustee Ng announced that January 27, 2020 to February 7, 2020 will be the SMFC Education Foundation Read-a-thon. The Run2Fund 5K/10K is May 25, 2020 which is Memorial Day.

Trustee Chin announced that October 25 the State Superintendent of Schools Tony Thurmond will be the keynote speaker at the House Leadership Day held at the College of San Mateo.

## **6. PROPOSED CONSENT AGENDA (v)**

Item 6.1.2. NPS Contracts was removed from the Consent Agenda to allow public comment.

**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 Audrey Ng

Yes Shara Watkins

### **Item 6.1.2. NPS Contracts**

Public Comment:

Steven Davis stated that this is the third Board meeting requesting NPS approvals. This equates to about \$2.5 million which is about \$100,000 per student. He felt that the Trustees signing off on these expenditures was not fiscally responsible.

Board Comments:

Trustee Chin stated that during closed session the Trustees are updated on the students attending Non-Public Schools. He explained that the Board of Trustees is following the progress of these students.

Trustee Watkins stated that there is a special education audit in process and the Board will hear updates at the Board meeting.

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Kenneth Chin.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

## **6.1. EDUCATION/STUDENT SERVICES**

### **6.1.1. Response to the 2018-2019 Grand Jury Report**

### **6.1.2. NPS Contracts**

### **6.1.3. 2019-2020 LCAP Federal Addendum - Updated**

## **6.2. BUSINESS/FINANCE**

### **6.2.1. Abbott New Gym and Classrooms Project-Change Order No. 2-Rodan Builders Inc.**

### **6.2.2. Bayside Academy - QKA Additional Service Request #1 for Trash Enclosure, ADA Parking, and Fencing/Gate**

### **6.2.3. Bayside Gym Rodan Change Order #1 6.2.4. New School in Foster City - HMC Additional Services Request #01 for Adding Windows between the Kindergarten Classrooms and the Small Group Rooms**

### **6.2.5. New School in Foster City - Pennino Group Dry Utilities Proposal**

### **6.2.6. Designating Signatures**

### **6.2.7. Resolution 07/19-20 - Orders Drawn on District Funds**

### **6.2.8. Resolution No. 08/19-20 - Authorizing Signatures Bank Clearing Account**

### **6.2.9. Resolution 09/19-20 - Authorizing Signatures/LAIF**

### **6.2.10. Contracts & Consultants \$45,000 and Under**

### **6.2.11. Listing of Payments to Meet District Expenditures**

### **6.2.12. Resolution No. 10/19-20 - Surplus Equipment**

### **6.2.13. Gifts presented to the Schools**

## **6.3. HUMAN RESOURCES**

### **6.3.1. Assignments Noted for Individuals Listed**

### **6.3.2. Resignations, Releases, and/or Retirees**

## **7. SUPERINTENDENT SERVICES/BOARD**

### **7.1. Board Governance Focus for 2019-2020 (v)**

During the Study Session on September 19, 2019, the Trustees utilized a self-evaluation tool to examine areas of governance in order to determine where the Board would like to focus during the 2019-2020 school year. The areas reviewed in this particular tool were: building a system that exhibits strong performance or rapid improvement, prioritizing student achievement, effectively engaging with the public, exhibiting appropriate financial oversight and oversight resulting in effective, stable district leadership and alignment among staff.

The Trustees agreed that they want to prioritize student achievement with metrics and action plans for groups, address communications with the Communication Committee looping the Board into their process through a Study Session and connect with the management team possibly through LTM or other meetings. They would also like to have the LMI team make a Board Report.

## **8. EDUCATION/STUDENT SERVICES**

### **8.1. Resolution No. 05/19-20 Public Hearing - Sufficiency of Instructional Materials (v)**

David Chambliss, Assistant Superintendent of Educational Services, reviewed information regarding the 2019-2020 Public Hearing - Sufficiency of Instructional Materials and requested Board approval.

Trustee Watkins opened and closed the Public Hearing at 8:07 p.m.

Board Comments:

Trustee Chin would like to ensure that any new teachers who come in have the materials that they need. Mr. Chambliss explained that he sits with Dr. Drinkwater during the enrollment planning period to ensure that he is aware of new staff and their needs.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES HOLD A PUBLIC HEARING TO RECEIVE COMMENTS REGARDING THE ADEQUACY OF SUFFICIENCY OF PUPIL TEXTBOOK AND INSTRUCTIONAL MATERIALS AT ABBOTT MIDDLE SCHOOL, THE BAYSIDE ACADEMY, BOREL MIDDLE SCHOOL, BOWDITCH MIDDLE SCHOOL, AUDUBON, BAYWOOD, BERESFORD, BREWER ISLAND, COLLEGE PARK, FIESTA GARDENS INTERNATIONAL, FOSTER CITY, GEORGE HALL, HIGHLANDS, LAUREL, LEAD, MEADOW HEIGHTS, NORTH SHOREVIEW MONTESSORI, PARKSIDE MONTESSORI, SAN MATEO PARK, AND SUNNYBRAE ELEMENTARY SCHOOLS AND APPROVE RESOLUTION NO. 05/19-20 FOR THE SUFFICIENCY OF TEXTBOOKS AVAILABLE TO STUDENTS AS REQUIRED BY WILLIAMS VS. STATE OF CALIFORNIA FOR FISCAL BOND ACT OF 2016. Passed with a motion by Noelia Corzo and a second by Rebecca Hitchcock.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

### **8.2. School Plans for Student Achievement (SPSA) (v)**

Principal Heather Morgan from Bowditch Middle School, Principal Jeremy Packman from Abbott Middle School, Principal Steven Chuang from College Park and Principal Amanda Driscoll from Baywood presented their School Plans for Student Achievement.

The Trustees appreciated the presentations. They were interested in how the staff at College Park was making a shift from traditional teaching methods to small group methods and their flexible seating options. They enjoyed learning about the math focus at Baywood and the use of Counting Collections at the upper grades which they saw when they visited the site last week. They also appreciated family math nights as families use math daily and have knowledge that they can share. The Trustees had just been in a Study Session on the "3 shifts" and were pleased to see two of the shifts being implemented at Abbott. They also mentioned that they have heard about a positive change in tone at Abbott and thanked Jeremy Packman for his leadership. The Trustees were also interested in the work with Restorative Practices at Bowditch to support student wellness. They appreciated the alignment that they are seeing with professional development, including their own learning, the SPSA's and their site/classroom visitations.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES RECEIVE INFORMATION AND APPROVE THE SCHOOL PLANS FOR STUDENT ACHIEVEMENT (SPSA) FOR ABBOTT & BOWDITCH MIDDLE SCHOOLS, BAYWOOD & COLLEGE PARK ELEMENTARY SCHOOLS. Passed with a motion by Rebecca Hitchcock and a second by Audrey Ng.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

### **8.3. 2019-2020 Professional Learning Plan**

Assistant Superintendent David Chambliss provided an update on the 2019-2020 Professional Learning Plan.

Alicia Heneghan and Pam Bartfield shared information on the September 20, 2019 Professional Development Day and the feedback they received from both certificated and classified staff.

The Trustees appreciated the presentation and the variety of professional development options, opportunities for collaboration, and collection of feedback. They were also interested in attending the January 6, 2010 Professional Development day.

## 9. HUMAN RESOURCES

### 9.1. Variable Term Waivers (v)

Dr. Rosas explained that a variable term waiver is made when a fully credentialed teacher is unavailable for a teaching position and a teacher who would like to obtain the necessary credential for the role but needs the time to complete all of the requirements. Michael Codianne is a PE Teacher and is working toward his Adapted Physical Education authorization. Samantha Casey is a multiple subject teacher and is completing the requirements for the BCLAD.

IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE AUTHORIZATION USING DEFINED EDUCATION CODE FOR MICHAEL ROBERT CODIANNE AND SAMANTHA CASEY. Passed with a motion by Noelia Corzo and a second by Audrey Ng.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Audrey Ng  
Yes Shara Watkins

## 10. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Ng would like a Facilities Master Plan update.

Trustee Hitchcock would like to learn more about systematizing the Special Education Advisory Committee (SEDAC).

Trustee Chin announced that he enjoyed attending the LEAD Elementary School Fall Festival.

## 11. SUPERINTENDENT REPORT AND FUTURE MEETING DATES

Dr. Rosas stated that the Trustees had visited Baywood Elementary School and Borel Middle School and that she thoroughly appreciated seeing the student engagement and how staff set up rigorous tasks.

She also thanked the staff for their participation in the District wide Disaster Drill and said that the teams were very well rehearsed and knew what needed to be done in the event of an emergency. She said that they did debrief the exercise and discussed additional ideas for improvement, which are being implemented.

Dr. Rosas reminded everyone that the District is not requiring any student to attend the new school in Foster City next year but rather is looking for families that are interested in attending the school from the neighborhood since they will have to be flexible and move schools after the 2020-2021 school year begins. She explained that the District has had a good response from families that are in our system and, with the help of the City of Foster City, the District now has all of the addresses within our new boundary and will be sending an informational flyer with a link to the interest survey next week.

She reviewed the upcoming events:

- Fall Break - October 7-18, 2019
- SMUHSD Meeting on Building Staff Housing - October 10 at 7:00 p.m.
- Homeroom Committee – October 16 at 3:00 p.m.
- Board Study Session - October 24 at 4:30 for the Facilities Master Plan and Phase II projects
- Board Meeting - October 24 at 6:30 – The Agenda will included an item on Montessori Program Structure to review what District staff have learned from our staff and families regarding their interests in the structure and the needs of the program to ensure growth. Dr. Rosas will also address the request for priority into the Montessori program from the North Shoreview neighborhood.
- The San Mateo-Foster City Education Foundation will meet on October 28 at 7:00
- Trustee School Visitations will be held on October 29
- Coffee Chats
  - November 14 - Bayside Academy at 6:30 p.m.
  - November 19 - Bowditch Middle School at 8:30 a.m.
  - November 21 - Abbott Middle School at 6:30 p.m.
  - November 26 – Borel Middle School at 8:30 a.m.

**12. ADJOURNMENT**

**12.1. Adjournment (v)**

The Board adjourned to Closed Session at 9:36 p.m.

Closed Session adjourned at 10:15 p.m.

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Board Secretary

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Date