

MEETING MINUTES

- 1. CALL TO ORDER: 5:39 P.M.**
- 2. CONVENE TO REGULAR MEETING**

A. Flag Salute

The flag salute was led by Trustee Watkins.

B. Roll Call

The following board members were present:

LaTisa Brooks
Kenneth Chin
Alison Proctor
Maggie Trinh
Shara Watkins

C. Approval of Agenda: March 23, 2023

Motion Passed: Passed with a motion by Trustee Proctor and a second by Trustee Trinh.

Yes LaTisa Brooks
Yes Kenneth Chin
Yes Alison Proctor
Yes Maggie Trinh
Yes Shara Watkins

D. Approval of Minutes: January 26, 2023, and February 23, 2023

Motion Passed: Passed with a motion by Trustee Chin and a second by Trustee Trinh.

Yes LaTisa Brooks
Yes Kenneth Chin
Yes Alison Proctor
Yes Maggie Trinh
Yes Shara Watkins

- 3. STATEMENTS**

A. Public Statements Related to Non-agenda Topics:

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

Kathy Pratt spoke about how the School District ensures a safe, respected, and open-to-discussion environment.

Pearce Ekel, Bowditch Middle School teacher, commented about the omission of the first session of the last board meeting.

C. Foundation / Committee / PTA Council Reports

Trustee Proctor indicated that she attended the Sanctuary Task Force meeting on March 9, where they talked about the goals for the year and are planning on having a parent education night in collaboration with the DELAC group to create a community resource page on the website.

Trustee Watkins stated that after the Equity Task Force phase-two resolution was passed, next is the application process to be part of the equity task force.

Marissa McMurray from the Education Foundation indicated that they had 50,000 volunteer hours donated among 20 sites.

D. SMETA / CSEA / SMFCAA Updates

Lisa Fahey - Brewer Island Teacher - indicated that on behalf of all teachers, students, and staff, they welcome new Board of Trustee Maggie Trinh to the SMFCSD Board and look forward to working with her.

Chad Slife, Principal of Lead Elementary, indicated they are conducting a school research project and want to highlight the many things the school is working on. They walk the equity take, they teach their students how to be anti-racists and how to be advocates for justice and equity, they provide families with tools and resources to be successful regardless of the immigration status

E. Announcements

Trustee Proctor attended the Borel performance and congratulated the student for an excellent performance.

F. Superintendent Report

Superintendent Ochoa indicated that he attended many school sites this week but wanted to highlight the visit he had this week at Lead Elementary. Sent many kudos to the staff and the administration for a wonderful visit and expressed that we all saw a real spark at Lead this year. Saw kids reading together and having access to Chromebooks. Also, being able to see the new preschool classrooms, and we all know that LEAD is slated to have three new full-time preschool classrooms, which will have a very significant impact on the long-term academic growth of the school.

4. PROPOSED CONSENT AGENDA (V)

A. BUSINESS/FINANCE

1. Ratification of Contracts & Consultants \$45,000 and Under
2. Ratify Amendment 2 with Aedis Architects for the Borel MS Shade Structure Project
3. Accept Gifts Presented to the Schools and Sites
4. Ratify Change Order No. 3 to Rodan Builders Inc. for the George Hall Multi-Purpose Building
5. Ratify the Contract with Lone Star Landscape Inc. for the Water Damage Project at Abbott Middle School
6. Ratification of Landlord Consent and Release of Agreement with T-Mobile West, LLC - Site ID SF03129
7. Approval of Agreement with 3D Strategies consulting on options for leasing Knolls
8. Approval of District Expenditure Report
9. Ratify Contract to Kitchell CEM for HVAC Phase II - Construction Management Services, Bidding through Closeout
10. Ratify the Agreement with Construction Testing Services Inc. for the HVAC Phase II Project
11. Ratify agreement to Construction Testing Services Inc. for the Highlands New Multi-Purpose Building Project
12. Ratify agreement to Cleary Consultants Inc. for Geotechnical Services for the District Wide Turf Phase II Project

B. EDUCATION SERVICES

1. Approval of the Purchase of ST Math Curriculum/Student Licenses
2. Approve CSMA Art4Schools Visual Arts Contract - Updated
3. Approval of the Purchase of Early Literacy Instructional Materials - PAF Reading Program
4. Approval of the Purchase of Middle School Science Lab Materials - Carolina Biological
5. Approval of the Purchase of Instructional Materials for Elementary School Zearn Math Curriculum

C. HUMAN RESOURCES

1. Approval of Reclassification of Classified Position

2. Approval of Job Description for Teacher, Alternative School - Teacher on Special Assignment (TOSA)
3. Approval of Job Description-Teacher On Special Assignment-LGBTQ+
4. Approval of Job Description-Restorative Justice Teacher on Special Assignment (TOSA)
5. Approval of Job Description District Athletic Director-Teacher on Special Assignment (TOSA)
6. Personnel Report: New Hires and Assignment Changes
7. Personnel Report: Resignations, Releases, and/or Retirements

D. STUDENT SERVICES

1. Approval of Overnight Field Trip
2. Approval of 2022-2023 NPA Contract Summary
3. Approval of 2022-2023 NPS Contract Summary
4. Approval of the Comprehensive School Safety Plans: Non-Tactical Portion
5. Approval of Resolution #27/22-23 Termination of CCTR-2262 Contract with the California Department of Social Services.

Motion Passed: Passed with a motion by Trustee Chin and a second by Trustee Proctor.

Yes	LaTisa Brooks
Yes	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

5. BUSINESS / FINANCE

A. Approval of Transportation Services Plan 2022-23 (v)

Patrick Gaffney indicated that a local educational agency should develop a plan describing the transportation services as a condition of receiving apportionments for Transportation Services. The plan shall be presented and adopted by the governing board of the local educational agency in an open meeting with the opportunity for in-person and remote public comment. The plan may provide for the local educational agency to partner with a municipally owned transit system to provide services pursuant to this section, services for middle school and high school pupils. Nothing in a local educational agency's plan should preclude a local agency from providing no-cost transit passes for pupils.

Meetings were held with classified staff, teachers, school administrators, regional transit authorities, local air pollution control district and air quality management district, parents, pupils, and other stakeholders on Tuesday, January 31, 2023, Tuesday, March 7, 2023,

Wednesday, March 8, 2023, and Wednesday, March 15, 2023. The plan was reviewed, and input was solicited from all participants. The feedback from the parties is included in the plan.

Clarifying Questions from the Board:

Trustee Proctor and Trustee Chin had some questions about this item.

Public Comments:

Paul, a parent in the district, spoke about eclectic vehicles and offered his services for resources as he has experience.

Board Comments:

Trustee Chin expressed that he is excited about the electric vehicles and that we are moving in that direction.

Motion Passed: Passed with a motion by Trustee Chin and a second by Trustee Proctor.

Yes	LaTisa Brooks
Yes	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

B. Report of the 2021-2022 Citizens Bond Oversight Committee for Measures X and T

Amy Ruffo indicated that The Authorization for Measure X and T was received under Proposition 39, which requires the District to establish, populate, and empower an independent Citizen's Bond Oversight Committee (CBOC) for Measure X and Measure T.

The CBOC members have met three times during this fiscal year, September 30, 2021, April 4, 2022, and June 6, 2022. The April 4th meeting was held at Beach Park Elementary with a campus tour. The CBOC was provided with copies of the Measures X and T audited financials as prepared by Chavan & Associates, LLP, and a presentation on the audited financials was made by Paul Pham of Chavan and Assoc. The CBOC has reviewed and confirmed that the expenditures for Measures X and T comply with the bond language.

Copies of the annual report from the CBOC for the 2021-2022 fiscal year and audits for Measure X and T were provided to the Board.

Clarifying Questions from the Board:

None

Public Comments:

None

Board Comments:

Trustee Chin and Trustee Proctor thanked the Citizen's Bond Oversight Committee (CBOC) for Measure X and Measure T for their hard work.

C. Approval of the 2021-2022 Audited Financial Statement (v)

Patrick Gaffney took the opportunity to thank the business team for their hard work.

Mr. Phan from CNALLP made a report regarding this item and shared the result of the June 30th, 2022 audit and reported that we had a clear audit this year, and the District was able to clear the finding related to the capital assets from last year. Financial statements were presented fairly in all materials respects, internal controls did not identify any deficiencies. The District complied with all material respects with the compliance requirements state program. Overall great job to Patrick and his team and the District's overall departments for a clean audit.

Clarifying Questions from the Board:

Trustee Proctor inquired if there were any areas they should know about where there were any concerns in terms of procedures.

Public Comments:

none

Board Comments:

Superintendent Ochoa thanked Blanca Cervantes, Joanne Murphy, Ana Almen, and the team for a great job.

Motion Passed: Passed with a motion by Trustee Trinh and a second by Trustee Chin.

Yes LaTisa Brooks
Yes Kenneth Chin
Yes Alison Proctor
Yes Maggie Trinh
Yes Shara Watkins

D. Approval of the 2022-2023 Second Interim Financial Report (v)

Patrick Gaffney indicated that to comply with the provisions of the Education Code and in accordance with Board Policy, staff presented the Second Interim Report for 2022-23. This report is a summation of actual revenues and expenditures through January 31, 2023, and a projection of revenues and expenditures for the remainder of the fiscal year through June 30, 2023.

The Second Interim Report included adjustments to the budget from the revisions that the Board approved in the First Interim. This report includes General Fund Unrestricted, Restricted, all other District Funds, and Multi-Year Projections for the two subsequent years. It will be presented to the Board for information.

The District presented the Second Interim Report with a positive certification stating it can meet its financial obligations for the current fiscal year and the two subsequent years.

The Second Interim will be brought to the Board for approval before being submitted to the San Mateo County Office of Education for audit. The final submission will be to the State.

Clarifying Questions from the Board:

Trustee Chin had a question about this item.

Public Comments:

Marcella Mc indicated that she appreciates Patrick's guidance and information. Also, it would be helpful for the public to access the budget explanations outside the Board meetings.

Board Comments:

Trustee proctor, Trustee Chin, and Trustee Trinh commented on this item and suggested sharing the information with the public for better understanding.

Superintendent Ochoa indicated that education data shows how much the schools have received per student in the School District in San Mateo County.

Motion Passed: Passed with a motion by Trustee Proctor and a second by Trustee Trinh.

Yes	LaTisa Brooks
Yes	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

E. Approval of Updated Capital Projects Measure X, T, and Additional Funding Sources (v)

Patrick Gaffney indicated this is the staff report on the status of Measure X, Measure T, and additional funds for capital projects for Spring 2023. The purpose of each status report is to provide information to the Board of Trustees, the staff, and the public about what has been accomplished to date and the status of each of the individual projects.

Amy Ruffo shared a status update on the projects, indicating that the construction projects are on budget and on schedule. In the process of selling Measure T Bond right now, a new school in north central design is in progress, Highlands, Lead MPR, and Bowditch Gym & classrooms bidding, Solar design-build contract executed in January 2023 at 12 sites and 5 new preschool classrooms are in design, opening 23/24.

Clarifying Questions from the Board:

Trustee Watkins inquired about what section would be board be approving tonight.

Patrick informed that the board would approve the funding sources for the projects.

Trustee Trinh commented on the turf fields and indicated that during the summer, it gets extremely hot, and would love to see more shade structures.

Trustee Proctor inquired about what actually was committed in measure X

Trustee Chin would like to wait a month before approving the fund.

Public Comments:

Dana, Fiesta Gardens parent, spoke about transportation issues at the school.

Stephanie, a Fiesta Gardens parent, expressed that she is excited about her kids being able to attend a school in their community.

Randi Paynter indicated that it is important that the community have input into the design and that the board is entitled to have more information about this.

Marcella indicated that at the beginning, there was a lot of sharing but expressed that the community wanted more information about the design.

Board Comments:

All the board members commented on this item and indicated they would like an outline of the process. They spoke about the design and said they would like to understand the projects better. They also want to understand what happened with the community school design projects.

Superintendent Ochoa indicated that we have this information on the district website and expressed that he wanted to reinforce that our staff, Amy and Patrick, want to help us arrive at the right place, and when they made a recommendation, he doesn't perceive that as a pressure. They are highly capable professionals.

Motion Passed: Passed with a motion by Trustee Proctor and a second by Trustee Brooks.

Yes	LaTisa Brooks
No	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

6. HUMAN RESOURCES

- A. Approval of Measure V Recommendation from Labor Management Initiative (LMI) Committee (V)

Diana Tavares recommended that the board of trustees approve the Measure V expenditures. During the 2022 - 2023 school year, our LMI Committee met monthly from September 2022 through March 2023 to discuss possible uses of carryover Measure V funds. The committee comprised three SMETA representatives, two CSEA

representatives, two SMFCAA representatives, two Human Resources staff, the CBO, and Superintendent. After much discussion and research, the LMI Committee recommends implementing the following in our District.

- A One Time \$4,900 Stipend for All Non-Management Classified and Certificated FTE
- Hire 4 FTE New Mental Health/Wellness Staff

Clarifying Questions from the Board:

Trustee Proctor and Trustee Trinh had clarifying questions about this item.

Public Comments:

None

Board Comments:

All Board of Trustees commented about this item and indicated they are pleased we can do this for our highly talented employees and appreciates the collaboration.

Motion Passed: Passed with a motion by Trustee Chin and a second by Trustee Proctor.

Yes	LaTisa Brooks
Yes	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

7. EDUCATION SERVICES

A. Review of District Interim Assessment Data

David Chambliss indicated that three times a year, students in grades K-8 take interim literacy and math assessments. In January and February, students take their second mid-year round of interim assessments: K-2 PAF foundational literacy assessments, 3-8 Reading Inventory literacy assessment, and K-8 Math Common Formative Assessment. These assessments provide information to teachers for small group learning assignments, classroom support, and after-school intervention, and they provide information for leadership to monitor key actions in the Strategic Plan. Staff presented information on student performance on these mid-year district interim assessments.

Clarifying questions from the Board:

Trustee Proctor inquired about how families can find out about these assessments.

Trustee Watkins inquired about the percentile of students taking the test.

Public comments;

Randi Paytner made comments about this item.

Board Comments:

Trustee Chin indicated that he is happy with the reclassification numbers.

8. STUDENT SERVICES

A. Update on Student Discipline

Dennis Hills indicated that the Wellness Goal of the San Mateo Foster City School District's Strategic Plan is to "provide a safe, caring, nurturing and culturally responsive environment for all students to meet the needs of the whole child."

The Board of Trustees received an update on student discipline from Margaret Heredia, Director of Student Services, and Ryan Havens, Principal of Special Assignment - MTSS of the Student Services Department. Included in the presentation was data on student behavior, common themes, and district support and intervention strategies that support a positive school climate.

Clarifying Questions From the Board:

Trustee Trinh inquired about who provides the materials about social-emotional learning.

Trustee Proctor inquired about whom would follow up with the students that need support from the surveys if they are anonymous.

Kathy Pratt suggested that these surveys also should be done with employees.

Public Comments:

Rebecca Scott, Abbott Middle School teacher, indicated that teachers are feeling unsafe with so many students misbehaving, and students should be held accountable.

Stacy, Middle School Teacher, indicated that there needs to be more support from the district regarding student behavior which is very concerning.

Peare Bowditch Middle School teacher indicated that he had seen unsafe behavior at schools and appreciates having a Teacher on Special Assignments, but more needs to be done.

Leslie Lee, Bowditch Middle School teacher, spoke about student safety, especially in class and around the campus. Would benefit from having more adults around to supervise students.

Randi Paynter said she hopes the administration is paying attention to these comments.

Board Comments:

All Board of Trustees had comments about this topic and expressed that it is great to hear that kids are happy but would like to see more adult support, especially with students that have indicated suicidal thoughts and which is concerning. They thanked everyone for their hard work.

9. SUPERINTENDENT SERVICES / BOARD

A. Communications Department Update

Diego Perez indicated that the San Mateo-Foster City School District's Communication department is committed to keeping parents, staff, and community members informed and engaged. His presentation included communication tool data updates, communications committee work ahead, project updates, and an annual report. Additionally, Diego Perez highlighted the district's progress towards achieving its strategic plan goals, particularly in promoting achievement equity and supporting social-emotional wellness among students, by showcasing initiatives and programs to foster an inclusive and supportive learning environment for all students.

Public Comments:

Christy Rouch, a 2nd-grade teacher at George Hall Elementary, inquired if there would be a survey equivalent for employees.

Marcella McCollum thanked Diego Perez for all of the work he has done. She has been part of the communication committed for many years, and the tone tenor and shift in how we communicate as a District has been absolutely incredible, and a lot of that is due to Diego Perez's leadership and direction.

Board Comments:

All Board Members commented about this item and indicated that they had seen the positive change, thanked Diego for everything he is doing, and said he does a great job keeping it all together and responding as soon as possible.

10. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Proctor wished everyone a happy spring break and hoped everyone enjoyed the time off.

Trustee Chin indicated that language was added to the TOSAS job description during the consent agenda, which is great.

Trustee Watkins wished everyone a great break.

11. FUTURE MEETING DATES

Regular Board Meeting:

- April 27, 2023
- May 25, 2023

Board Study Session:

- April 13, 2023 - Culturally Responsive Curriculum & Practices
- May 11, 2023 - LGBTQ+ Inclusion

12. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

The Regular Board Meeting went into closed session. 10:47 pm.

13. RECESS TO CLOSE SESSION

- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: JUUL Labs, Inc. Class Action**
- B. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957 (v)**
- C. Conference with Labor Negotiators, pursuant to Government Code 54957.6 (v)**

14. RECONVENE TO OPEN SESSION

A. Report of Closed Session

The board took action in a closed session to approve the settlement agreement terms with Jewel Labs. All five trustees voted in favor of approving this settlement agreement. This litigation has been very impactful across the country, and our District has been one of the first districts to sign on to this lawsuit.

15. ADJOURNMENT

A. Adjournment (v)

Motion Passed: Passed with a motion by Trustee Proctor and a second by Trustee Trinh.

N/A	LaTisa Brooks
Yes	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins