

**MEETING MINUTES**

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“The San Mateo – Foster City School District educates, inspires and empowers every student in every school every day to live, lead and learn with integrity and joy.” ~Vision Statement~

- 1. CALL TO ORDER: 5:30 P.M.**
- 2. CONVENE TO REGULAR MEETING**

The Regular Board Meeting reconvened at 5:41 pm.

**A. Flag Salute**

The flag salute was led by Trustee Proctor.

**B. Roll Call**

All Board Members were present:

Kenneth Chin  
Noelia Corzo  
Alison Proctor  
Shara Watkins

**C. Approval of Agenda: September 15, 2022**

**Motion Passed:** Passed with a motion by Trustee Watkins a second by Trustee Chin.

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

**D. Approval of Minutes:**

1. August 18, 2022

**Motion Passed:** Passed with a motion by Trustee Corzo a second by Trustee Chin.

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

### **3. STATEMENTS**

#### **A. Public Statements Related to Non-agenda Topics:**

##### **Public Comments:**

Lauren Long, Teacher at Beresford, expressed her appreciation for having Jorge as their custodian for 11 years in school.

Allison MacQueen teacher and parent at North Shoreview also expressed her appreciation about Gilberto, custodian at the school. Mrs. MacQueen also advocated for the Arts and music education for our District.

A District Parent with one student in special education and the other in regular education indicated that she would like to know more about the laws of special education, how the district gets the budget for special education and salary salary increase for the employees.

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

#### **C. Foundation / Committee Reports**

Trustee Chin attended the Sanctuary Task Force Meeting this afternoon. They spoke about the mission and vision and accomplishments of the year and why it exists and what to do to move forward.

Trustee Watkins reminded everyone that the Education Foundation Gala "Night at the Museum" is October 21 and to mark your calendar. There will be a life auction and silence auction and lots of ways to donate.

Trustee Proctor attended the Equity Task Force Meeting in late August and Nancy Bui, Director of Equity and Inclusion talked about the Monthly Heritage and inclusion celebration events and board policies that are being reviewed at this time.

Trustee Corzo also attended the Sanctuary Task Force Meeting and included that they are getting ready to schedule meetings with Cities for a lot to discuss.

#### **D. SMETA / CSEA / SMEAA Updates**

Alicia Aragon, reported that they ratified the MOU for the Annex salary increases and indicated that they are grateful for the District and hopes that this grows the program. Indicated that they are hiring custodians for the schools. Also thanked Suzi Riley for always being there for the schools and always being friends to all and is very grateful for her support.

Katherine Pratt made a shoutout to all the teachers and staff members of the School District for their hard work and dedication for the past 5 weeks of school and how we can work together to improve.

Cynthing Chin, Sunnybrae Principal, indicated that they are finishing up their training for the curriculum and at Sunnybrae they are working on their vision to learn assessment and at the end of the month they should have about 100 students receiving free glasses.

Lori Fukumoto, North Shoreview Principal, indicated that today K-5 principals had some PD and acknowledged Superintendent Ochoa and Assistant Superintendent Chambliss that were there to support. We used Chad Slife's protocol to learn and it was exciting for all of us. At North Shoreview they are working with how we can build numbers and how to grow a glass and now we are just under 300 students.

#### **E. Announcements**

Trustee Corzo announced that many of the trustees made it to the Friends of Mandarin Scholar Festival at Lake Shore Park over the weekend and that they were able to see some Kung Fu and had a good time.

#### **F. Superintendent's Report**

Superintendent Ochoa reported that he is thankful for the district staff, teachers and classified staff for the strong beginning of the school year and for doing an awesome job. He is also thankful for Kathy Pratt and her team with SMETA and being able to communicate and have conversations. Additionally, he gave a brief report of what Lead, Baywood and Audubon Schools are working on which includes wellness, anti bias and anti racism programs, turf fields installation, path training reading programs and social events which included a DJ.

#### 4. PROPOSED CONSENT AGENDA (v)

**Motion Passed:** Passed with a motion by Trustee Chin a second by Trustee Watkins.

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

##### A. BUSINESS/FINANCE

1. Electrical Service Upgrade Phase II at 6 sites - Graybar Electrical Company Inc.
2. Ratify Turnbull Remodel Project - Griffin Painting Change Order No. 1
3. Approval of Master Service Agreement with IT Management
4. Approval of the Addendum with HMC Architects for school design in North Central San Mateo
5. Turnbull Remodel - Griffin Painting Inc.
6. Foster City Turf Project - Goodland Landscape Construction Inc. Change Order No. 1
7. Meadow Heights Multipurpose Building - Lionakis Amendment No. 1
8. Highlands Multipurpose Building - LPA Inc. Amendment No. 2
9. George Hall Multipurpose Building - HMC Architects Amendment No.6
10. Laurel Portable #2 - Anza Engineering Corporation - Change Order No. 1
11. District Wide HVAC Project Phase I - Crown Worldwide Moving & Storage LLC- Change Order No.2
12. Approval of Resolution No. 06/22-23 - Adoption of Gann Limit for 2021-2022
13. Approval of Contracts & Consultants \$45,000 and Under
14. Approval of Listing of Payments - District Expenditures

15. Approval of Resolution No. 05/22-23 - Disposal of Equipment

**B. HUMAN RESOURCES**

1. Personnel Report: Resignations, Releases, and/or Retirements
2. Personnel Report: New Hires and Assignment Changes

**C. STUDENT SERVICES**

1. Ratification of 2022-2023 Non Public School (NPS) Contracts
2. Ratification of 2022-2023 Non Public Agency (NPA) Employee Contracts

**5. BUSINESS / FINANCE**

**A. Approval of the 2021-2022 Unaudited Actuals (v)**

Patrick Gaffney, Deputy Superintendent made a report regarding the 2021-2022 Unaudited Actuals and indicated that the report represents the final summary of all revenues and expenditures for the 2021-22 fiscal year, as well as the beginning and final ending balances for each district fund. Unaudited actual balances will be verified by an independent audit firm. The audited report will be completed by December 15, 2022 and reported to the Board by January 2023.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

Trustee Proctor thanked Mr. Gaffney for the presentation and indicated that she looks forward to the next round.

**Motion Passed:** Passed with a motion by Trustee Corzo a second by Trustee Chin.

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

## 6. HUMAN RESOURCES

### A. San Mateo-Foster City School District and California School Employees Association (CSEA) Tentative MOU Agreement and Salary Schedules (v)

Diana Tavares, Assistant Superintendent of Human Resources reported that on August 25, 2022, the California School Employees Association (CSEA) Chapter 411 and the San Mateo-Foster City School District (SMFCSD) reached a tentative MOU agreement regarding a salary increase for Annex Para-educators. Mrs. Tavares also indicated that effective August 10, 2022, the District increased the salary ranges of Annex Program Para-educators by approximately 5%.

#### Public Comments:

None

#### Board Comments:

Trustee Watkins thanked the district for working on this and indicated that appreciates the proposal and initiative.

**Motion Passed:** Passed with a motion by Trustee Watkins a second by Trustee Chin.

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

### B. Approval of Local Assignment Option for Teachers (v)

Diana Tavares indicated that local Assignment Options are provisions within the Education Code and Title 5 Regulations that permit the Governing Board to authorize a fully credentialed educator to serve in an assignment outside of the authorized credential area when a fully credentialed teacher is unavailable for a teaching position.

Mrs. Tavares also indicated that these actions allow teachers to work beyond the scope of their credentials based on additional units, work experience and/or observations completed by a subject matter specialist.

#### Clarifying Questions from the Board:

None

**Public Comments:**

None

**Board comments:**

None

**Motion Passed:** Passed with a motion by Trustee Chin a second by Trustee Watkins.

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

**7. EDUCATION SERVICES**

**A. Hold Public Hearing for Resolution No. 04/22-23 - Sufficiency of Instructional Materials (v) - and Approve Resolution No. 04/22-23**

David Chambliss, Assistant Superintendent of Educational Services reported that Williams vs. State of California and Education Code Section 60119 require school districts to annually hold a public hearing regarding the appropriation of instructional materials throughout the District. The Williams settlement mandates that each student is in possession of a standards-based textbook in each of the four core academic areas of Language Arts, Math, Science and Social Science for use in the classroom and to take home. Also indicated that all English Learners must have required English Language Development textbooks.

The Public Hearing opened at 6:28 pm

**Public Hearing Comments:**

none

The Public Hearing closed at 6:29 pm

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Chin a second by Trustee Watkins.

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

**8. STUDENT SERVICES**

**A. Counseling Guaranteed Services**

Dennis Hills, Assistant Superintendent of Student Services, made a presentation for the Board of Trustees with an update on the counseling services which provide a safe, caring, nurturing and culturally responsive environment for all students to meet the needs of the whole child. The update included information about guaranteed services, interventions, and professional development.

Dr. Margaret Heredia, Student Services Director, made a presentation about the Counseling Guaranteed Services, Wellness Strategies, Training for all schools, Wellness Centers, SST / 504 plan process.

**Clarifying Questions front he Board:**

Trustee Chin inquired about how we would send this information to the parents.

Trustee Watkins inquired about if the number of counselings has increased from last year and how would we manage the monitoring.

Trustee Corzo inquired about what is the caseload for the social workers and how many wellness centers we will have.

Dennis Hills indicated that the caseload has increased in the middle schools.

Dr. Heredia indicated that there are 3 wellness centers in total and that they are located at Fiesta Gardens, Lead and Borel.

**Public Comments:**



None

**Board Comments:**

Trustee Chin expressed that he is very excited about the number of counselors and that we now have at least one counselor at each school and that does not include the Teachers on Special Assignments. Trustee Chin also added that social emotional wellness support is what we need specially after the pandemic. In addition trustee Chin inquired about where the students have access to enter anonymous alerts.

Trustee Watkins thanked Dr. Heredia for the presentation and indicated that we are able to provide our kids with additional support. Also inquired about how we are tracking across SSTs and interventions.

Trustee Proctor expressed that she feels really good about this, that we are talking about the social emotional piece and can't wait to visit the centers.

Trustee Corzo indicated that she loves that the wellness centers can make a difference and that they are very valuable. Also expressed that she wants to celebrate the work that is being done at the schools

**9. SUPERINTENDENT SERVICES / BOARD**

**A. PAN Recommendations Discussion- NCSM School Design, District Equity Review, and Systems Mapping**

Superintendent Ochoa introduced Joaquin Noguera and indicated that he will be summarizing the recommendations of the findings of the school design team, equity review as well as the systems mapping.

Joaquin Noguera made a presentation and outlined the next steps and recommendations for the three initiatives which are as follows:

**School Design Team (SDT):** the next steps were 1) to Develop a hiring committee to recruit and select individuals for core school leadership roles 2) Have the hiring committee serve as an advisory board that supports the principal to hire staff and begin to develop school systems and partnerships.

**District Equity Review (DER):** recommended prioritizing and developing a more robust infrastructure within the district to better support the districts' capacity to know and respond to student and school equity needs within the district. The next phase of work should prioritize a clear ambitious vision for educational equity, financial, human and material

resources within the schools and systems of gathering, communicating and using data to drive progress toward racial, socioeconomic and linguistic equity.

**Systems Mapping:** (SM) Seven critical issues were identified as having the greatest relevance to the patterns and trends in learning and teaching for emergent bilingual students: 1) Professional Development; 2) Beliefs and Mindset; 3) Leadership; 4) Service Delivery Models and Practices; 5) Financial/Resource Allocation; 6) Family and Community Engagement; 7) Data and Data Use. Next steps should involve working with district leaders to determine which aspects of the systems that currently shape learning and teaching patterns/trends require further inquiry and which should be prioritized for development and improvement.

**Clarifying Questions from the Board:**

All Board members had clarifying questions about this topic and focused on what was the makeup of the team, the advisory board, examples of what had happened in other districts.

**Public Comments:**

None

**Board Comments:**

None

**Board Comments:**

Trustee Corzo expressed that she is excited about the work and that we are at this point and is eager to learn how to do this in a different way.

Trustee Watkins inquired about how we get people involved and that she is very excited about the direction that it is going.

Trustee Proctor thanked Joaquin Noguera for the presentation, for the incredible work he has done with the project.

**B. Communication Department Update**

Diego Perez, Coordinator of Communications and Community Services, made an update about the communication department and focused on website date update, layered communications, parent square data and strategies and communications committee. Mr. Perez also indicated that during the past six months, the district has reconstructed the district

website, implemented a new mass communications platform, and initiated a layered approach to communications. All efforts are in alignment with the 2022 - 2027 Strategic Plan to support family and community engagement, data-driven decision-making and shared leadership.

Trustee Proctor thanked Diego Perez for the presentation and indicated that the District has a new fresh look and things look friendly. Also added that as a middle school parent she gets a lot of district communication from many different platforms.

Trustee Corzo appreciates getting the information through Parent Square where all the information is displayed in one platform. The information is clear and information is power. Corzo also wanted to publicly complement Diego Perez for the amazing presentation.

Trustee Watkins indicated that it is awesome to see the layered communication and is really excited about the work that has been done. Added that she would like to see the goals for next steps and overall appreciated the dedication.

Trustee Chin thanked Mr. Perez for the presentation and for coming back with additional data. Added that the data is very clear and he is happy that people are able to communicate and interact with us in a different way. Also indicated that she is happy about the community strategy and looks forward to seeing the update in February .

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

Trustee Watkins stated that she attended the Special Education BBQ event at San Mateo Park School. Expressed that she had the opportunity to talk about preschool and was able to hear from families about the improvements and that they are feeling supported and valued. Mrs. Watkins ended by saying that it was great energy and feedback.

Trustee Corzo announced that today is the first day of the Latinex month and informed us that close to 40% of our students in our District have latinx heritage and we want to recognize those students.

Trustee Chin encouraged the schools to invite the board members to future gatherings and events. Also added that we need to include our preschool program and change our mindset to see them as another school in our district.

Trustee Proctor announced that she joined the Foster City sister city Association board with the Nagi City in Japan and will be missing the next board meeting.

## **11. FUTURE MEETING DATES**

### REGULAR BOARD MEETINGS

- October 20
- November 17

### BOARD STUDY SESSIONS

- Science K-8 - October 13
- Special Education - November 3

## **12. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

### **Public Comments:**

None

The Regular Board meeting adjourned at 9:18 pm

## **13. RECESS TO CLOSED SESSION**

- A. Government Code 54957 - Public Employee Performance Evaluation - Superintendent's 2022-2023 Goals
- B. Government Code 54957 - Public Employee Discipline/Dismissal/Release
- C. Change of Administrative Assignment Resolution No. 03/22-23 (v)
- D. Change of Administrative Assignment Resolution No. 02/22-23 (v)
- E. Special Education Settlement Agreement

## **14. RECONVENE TO OPEN SESSION**

- A. Report of Closed Session

Trustee Proctor reported that the majority of the board in closed session voted four to zero to approve a compromise agreement with the parents of a student with specified funding for an out of District private placement for the 2022-2023 school year in exchange for releases and waivers of potential or threatened legal claims of the district.

The second item is the board took action in closed session by a unanimous vote of all trustees present to approve two certificated administrator reassignments.

## 15. ADJOURNMENT

### A. Adjournment (v)

**Motion Passed:** Passed with a motion by Trustee Watkins a second by Trustee Corzo.

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