

## 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: 5:31 P.M.**
2. **CONVENE TO REGULAR MEETING**

A. Flag Salute

Trustee Watkins led the flag salute.

B. Roll Call

The following board members were present:

LaTisa Brooks  
Alison Proctor  
Maggie Trinh  
Shara Watkins

Absent  
Ken Chin

C. Approval of Agenda: September 28, 2023

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

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

D. Approval of Minutes: August 24, 2023

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

Yes LaTisa Brooks  
Absent Kenneth Chin  
Yes Alison Proctor  
Yes Maggie Trinh

Yes      Shara Watkins

### 3. STATEMENTS

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

Karina Vela, a parent at Fiesta Gardens, indicated that she would like to see the current 5th-grade class going into 6th grade be included in the program at the new site.

Rachael Roach, a parent at Fiesta Gardens, also requested to have a 6th-grade class at Fiesta Gardens next year.

Karen Thistlethwaite, a parent at Fiesta Gardens, expressed appreciation to directora Ramirez and Superintendent Ochoa for meeting with the Fiesta Gardens community about adding a 6th-grade class.

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

#### C. Foundation / Committee / PTA Council Reports

Trustee Watkins reported that the Ed Foundation is finalizing their new sponsorship tier recognition and has added school board meeting mention and photo op with the school board for corporate sponsorships at the \$25,000 and \$10,000 tier in small business sponsors at the \$2,500 tier.

#### D. SMETA / CSEA / SMFCAA Updates

Katherine Pratt indicated that SMETA looks forward to opening their classroom wellness grants in October and also indicated that our new educator deserves much training, and they are happy to support 20 educators in their free admission to CTA's new educator weekend in November. Gave a shout-out to the site representatives; they met and had amazing input on things that are happening at the school sites. They are our voices and show integrity and support everyone at the school.

Alicia Aragon reported that they met yesterday, and some members have exercised the right to request reclassification of their positions because their job descriptions haven't been updated since 1998. Many of the duties have changed since then, and they look forward to working with the District committee to make revisions. Alicia also thanked Trustee Chin for everything he had done for our students and members throughout the year and wished him the best in his future endeavors.

Cynthia Chin, Principal at Sunnybrae Elementary School, informed us that they have started their community school steering committee. She thanked their PTA for engaging families and staff, volunteer and family events, and recently, they hosted a movie night, and families were able to see the new field and the progress with the Multipurpose Room.

Lori Fukumoto, Principal at North Shoreview Montessori School, acknowledged Deputy Superintendent Patrick Gaffney and his team for the beautiful playground and is very excited that the school is becoming beautiful. Also, acknowledge Superintendent Ochoa because they feel very supported by the Superintendent, Education Services, and the

Board with their Montessori Program and can implement the program fully. Teachers are not worried about our curriculum and feel empowered to teach their philosophy. Ms. Fukumoto ended by indicating that their school building is 75 years old and that they will be having festivities to celebrate.

E. Announcements

F. Superintendent Report

Superintendent Ochoa thanked the Technology Department, the CSEA, and management employees who have worked so hard the last couple of months to assist with technology support and device access to our schools. Also indicated that he visited George Hall and San Mateo Park, met with families, and taught them some reading tools for the home learning support program. Our teachers are wonderful teachers, and thanked the educators for this important work at the schools.

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

Trustee Proctor asked to pull items 4.A1 and 4.E.1

Trustee Watkins asked to pull items 4.B.8

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

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

**A. BUSINESS/FINANCE**

1. Ratify Purchase Order Report for Contracts, Consultants, and Services of \$45,000 or Less

Trustee Proctor indicated that she pulled these items because of the list of contracts under \$45,000 some vendors appeared multiple times and requested more information about it.

Patrick Gaffney indicated that he would like to provide the Board with a summary of the items listed more than once on the report and a narrative explaining the reasoning for the duplicate vendors.

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

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

2. Approval of the Purchase of a Tray Sealer Machine
3. Approval of MOU with Homework Central for the 2023-2024 School Year.
4. Approval of District Expenditure Report
5. Approval of Resolution No. 02/23-24 - Adoption of Gann Limit for 2022-2023
6. Approval of Disposal of Equipment
7. Acceptance of Gifts Presented to the Schools and Sites
8. Ratification of Change Order No. 2 to Gonsalves & Stronck Construction Company Inc. for the Highlands New Multi-Purpose Building Project
9. Ratification of an Agreement for Engineering Services to Cypress Engineering Group for Brewer Island Elementary School HVAC Replacement
10. Ratification of an Agreement for Engineering Services to Cypress Engineering Group for HVAC Replacement at Sunnybrae Elementary School
11. Ratification of Change Order No. 3 to Rodan Builders Inc. for Meadow Heights Increment 1 Project
12. Ratify Change Order No. 1 to Rodan Builders Inc. for the LEAD Elementary School Multi-Purpose Building
13. Approval Of Temporary Robert Half Contractors
14. Approval Of New Contract With AT&T For Qty 1,000 Hotspots

**B. HUMAN RESOURCES**

1. Approval of Personnel Report: New Hires and Assignment Changes
2. Approval of Personnel Report: Resignations, Releases, and/or Retirements
3. Approval of Job Descriptions for Child Nutrition Services Manager and Child Nutrition Services Supervisor (v)
4. Approval of Local Assignment Option for Certificated Staff

**C. SUPERINTENDENT SERVICES / BOARD**

1. Approval of Levered MOU

**D. EDUCATION SERVICES**

1. Approval of Agreement with San Mateo County Office of Education for Outdoor Education Programs

**E. STUDENT SERVICES**

1. Approval of the Memorandum of Understanding Between Starvista and the San Mateo-Foster City School District

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

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

2. Approval of the Youth Service Bureau of the YMCA Mental Health Contract-School Based Counseling Program
3. Approval of ConnectED Strategic Consulting Consultation Agreement Proposal
4. Approval of the Renewal of Transportation Coordination License and Services Agreement with "HopSkipDrive"
5. Approval of 2023-2024 NPA Contract Summary
6. Approval of 2023-2024 NPS Contract Summary
7. Approval of 2023-2024 Special Education Consulting Contracts
8. Approval of Amendment to Agreement with Econo Goalbook for Special Education

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

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

9. Approval of Agreement with Coloma Outdoor Discovery School with Brewer Island Elementary School

## 5. BUSINESS / FINANCE

- A. Approval of the 2022-2023 Unaudited Actuals (v)

Patrick Gaffney thanked Blanca Cervantes and the entire team for presenting this information to the board and the public and working with the auditors for the final product.

### **Clarifying Questions from the Board:**

Trustee Proctor inquired about the meaning of the staff posting the carryover amounts in the current year's budget and if that means that we will have more money.

**Public Comments:**

Marcella McCollum requested to have a way to share information for families to understand where the funding is being allocated, how schools are resourced, and how the decisions are made.

**Board Comments:**

Trustee Trinh thanked Patrick and his team for the hard work and for breaking it down to see the big picture.

Trustee Proctor also thanked Patrick for the report.

Trustee Brooks thanked Patrick and his team for the report and for learning more about which resources are allocated at which school sites.

Trustee Watkins indicated that she appreciates the information and the hard work and will continue to make it more digestible to ensure that our community feels they are in the loop.

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

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

**6. EDUCATION SERVICES**

- A. Hold Public Hearing for Resolution No. 03/23-24 - Sufficiency of Instructional Materials(v) and Approve Resolution No. 03/23-24

David Chambliss indicated that it recommended that the board of trustees hold a public hearing to receive comments regarding the sufficiency of pupil textbooks and instructional materials at Abbott Middle School, Bayside Academy, Borel Middle School, Bowditch Middle School, Audubon, Baywood, Beach Park, 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 recommends that the board approve resolution no. 03/23-24 for the sufficiency of textbooks available to students as required by Williams vs. State of California.

**Trustee Watkins opened the public hearing at 6:24 p.m.**

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

**The public hearing closed at 6:26 p.m.**

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

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

B. Review 2023 English Language Proficiency Assessments for California (ELPAC) & Recent Reclassification Results

David Chambliss shared important ELPAC data and indicated that English Learner students in grades K-8 annually participate in the state-wide ELPAC(English Language Proficiency Assessments for California). These assessments measure student learning in key areas specific to the student's grade level. Current 2023 ELPAC results have been used to reclassify students this summer.

**Clarifying Questions from the Board:**

Trustee Trinh inquired if, once students are reclassified, they would like to see an update on the recent reclassified students.

Trustee Watkins inquired about how rates are compared to other districts and how many students are identified as English learners.

**Public Comments:**

Marcella McCollum inquired if we have 2018 data before COVID-19 to track the difference and how we track our reclassified students' long-term.

**Board Comments:**

Trustee Watkins would like to see more data from previous years to compare.

Trustee Proctor inquired on how we ensure that the students who are reclassified are successful.

Trustee Trinh indicated that sometimes families do not report that they have a second language at home when they are filling out the registration forms. Still, in reality, there is a second language at home.

Trustee Brooks inquired if once students are identified as English Learners and speak another language at home, they are able to opt out as an English learner category.

David Chambliss indicated that there is a process to opt-out.

Trustee Watkins thanked David Chambliss and his team for the hard work and added that she appreciates all the work that is going into this and is impacting our kids.

## **7. STUDENT SERVICES**

### **A. Update on the Special Education Department**

Heather Morgan provided the Board with program, fiscal, and staffing updates and implications for the Special Education Department. Program updates included student performance data, program implications, staffing, and financial information.

#### **Clarifying Questions from the Board:**

Trustee Proctor inquired about whether the Therapeutic Center program was brought to our District by the County or if we brought it to our district.

#### **Public Comments:**

None

#### **Board Comments:**

Trustee Brooks inquired about visiting the special education classes and commented on the high level of care in the classrooms.

Heather Morgan informed us that in the analysis of how we care for students and what we can do within our own District, we noticed that many students moved to outside placements. We saw that we could give them other options here in our district.

Trustee Trinh indicated that it is great that we have a lot of input from the community.

Trustee Proctor thanked Heather for the presentation and indicated that she is curious about the new program and wants to ensure everyone receives support and feels that this is successful.

Trustee Watkins thanked Heather for the update and inquired about what kind of support we can offer now with inclusion—also indicated that she would like to see more data.

## **8. SUPERINTENDENT SERVICES / BOARD**

### **A. Approve Memorandum of Understanding (MOU) Between the City of Foster City and The San Mateo-Foster City School District Regarding Police Engagement & Collaboration (v)**

Superintendent Ochoa indicated that there had been a lot of collaboration with the Student Services Department, Assistant Superintendent Dennis Hills, Director of Student Services Dr. Margaret Heredia, Principal of Special Assignment Dr. Ryan Haven, and our Coordinator of Community, Diego Perez, and is very grateful for the leadership that has been shown by the city of fc and fc police department. We are very lucky to work with Tracy Avelar; she is very experienced, thoughtful, and focused. We brought this to the community last month, and there has been media coverage and the overwhelming feedback we received from the staff and community to support this MOU. It represents a

logical and effective step forward in having something memorialized with our Police Department, and recommended to the Board that this be approved this evening.

**Clarifying Questions from the Board:**

Trustee Watkins indicated that the Board passed a Resolution in 2020 about disrupting the school-to-prison pipeline, a big part of which was how we analyze our own internal metrics and how we discipline our students. The relationship with the City of Foster City Police Department has been strong throughout. She expressed her appreciation to Chief Avelar, in whom she has engaged in this conversation about what the MOU represents, what is our role as a district, how we support and serve and discipline, if needed, students, and what is the role of our police department, both in terms of building relationships with our students and our community members.

**Public Comments:**

None

**Board Comments:**

Trustee Trinh commented that restorative practices are preventative as well as resolving and that this is a learning process for all of us, and is grateful for everyone's effort to dismantle the school-to-prison pipeline.

Trustee Proctor thanked everyone involved, especially Trustee Watkins, who worked hard to dismantle the school-to-prison pipeline.

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

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

**B. Consideration of Adoption of a Resolution to Replace Trustee Chin by Appointment**

Superintendent Ochoa recommended that the board approve to fill Trustee Chin's position by appointment. In doing so, we would save money and time. The proposed resolution indicates the steps that need to be taken. We used the same process to appoint Trustee Trinh, and the process is very similar.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

Trustee Trinh inquired about a preview of what must be decided.

Superintendent Ochoa Indicated that the board should consider a special session to be able to create transparency to know more about the process and give out an opportunity to lay out the process and get good candidates.

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

Trustee Watkins asked for an update on the North Central School meeting soon to know the progress.

## **10. FUTURE MEETING DATES**

Study Session - Analysis of Equity-Related Staffing

- October 12, 2023

Regular Board Meeting:

- October 26, 2023

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

### **Public Comments:**

None

Trustee Watkins indicated that the conference with legal counsel anticipated litigation the facts and circumstances that might result in litigation against the District, which is known to potential plaintiffs, are as follows: CSEA contends the district did not timely enroll certain classified unit members and health benefits for a period of time proceeding June 1, 2023.

Recess to closed session at 8:03 p.m.

## **12. RECESS TO CLOSED SESSION**

- A. Approval of Existing Litigation (Gov. Code §54956.9(1)(d)) – Case #2023070451
- B. Approval of Existing Litigation (Gov. Code §54956.9(1)(d)) – Case #2023060393
- C. Conference with Labor Negotiators, pursuant to Government Code 54957.6: MOU with SMETA regarding Mandated Training
- D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
- E. Conference with Labor Negotiators, pursuant to Government Code 54957.6

## **13. RECONVENE TO OPEN SESSION**

Closed session recess at 9:02 pm

A. Report of Closed Session

Trustee Watkins reported:

Item number 12.A. on the agenda: A majority of the board voted 4 to 0 to approve a compromise agreement in Office of Administrative Hearings Case #2023070451 to resolve claims raised against the District in exchange for specified funding for compensatory education for use during the 2023-2024 school year, 2023 summer, and up to and including December 31, 2024.

Item number 12.B. on the agenda: A majority of the board voted 4 to 0 to approve a compromise agreement in Office of Administrative Hearings Case #2023060393 to resolve claims raised against the District in exchange for specified funding for compensatory education for use during the 2023-2024 school year, 2023 summer, and up to and including December 31, 2024.

**14. ADJOURNMENT**

A. Adjournment (v)

**Motion Passed:** Passed with a motion by TrusteePproctor and a second by Trustee Trinh

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

The regular Board Meeting adjourned at 9:04 pm.