

**MEETING MINUTES**

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

**2. CONVENE TO REGULAR MEETING**

Trustee Chin called to order the regular meeting at 5:32 pm.

A. Flag Salute

Trustee Chin led the flag salute.

B. Roll Call

The following board members were present:

LaTisa Brooks  
Kenneth Chin  
Alison Proctor  
Maggie Trinh

Trustee Proctor made a motion to approve the agenda with the exception of items 5a, 5b, 6b 6D and requested to move them to the next Thursday, Regular Board Meeting.

C. Approval of Agenda: June 15, 2023

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

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

D. Approval of Minutes: May 25, 2023

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

Yes LaTisa Brooks  
Yes Kenneth Chin

Yes Alison Proctor  
Yes Maggie Trinh  
Absent Shara Watkins

### 3. STATEMENTS

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

Pearce Ekel, Bowditch teacher, thanked the board and superintendent for their amazing work during the pandemic and indicated that he was very impressed by the attention to detail.

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

#### C. Foundation / Committee Reports

Marissa McMurryay, President of the San Mateo Foster City PTA Council Marisa, thanked the board, Superintendent Ochoa for working with them during the school year and a special thank you to Diego Perez, who was very kind and prompt in allowing them to understand more about Parent Square. Their last meeting was Monday, where they worked on board transitions and training.

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

Maria Demattai indicated that this was the first year the school offered a Career and Educational Elective, and the students loved it. The new tuff field is gorgeous, and the students are happy about it. Also celebrated the 5th and 8th graduation promotions. Added that the motto at Bayside is teamwork, mutual respect, and hard work.

Katherine Pratt congratulated all students and staff on the close of the school year. Indicated that they gave out Social Justice Awards to two 8th graders who demonstrated that everyone is treated with respect and kindness. Certificates, books, and \$100 awards were given to 5th graders, and looking forward to a good summer.

#### E. Announcements

Trustee Trinh informed us that she had preplanned travel and could not attend in person.

#### F. Superintendent Report

Superintendent Ochoa indicated that she is grateful for the district office personnel who reacted well during the emergency last week. Informed that summer school has started, and we have a lot of students interested in learning. Also added that he is very excited about the many school construction projects ending.

### 4. PROPOSED CONSENT AGENDA (v)

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

Yes LaTisa Brooks

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

**A. BUSINESS/FINANCE**

1. Approval of the Purchase of 700 Lenovo Chromebooks
2. Approval of Annual Renewal of Services from the Super Co-Op Joint Powers Authority (JPA) for SY 2023-24
3. Approval of Request for Proposal (RFP) CNS 02-24 Commercial Foods and Food Supplies for the 2023-2024 school year
4. Approval of provisioning to Producers Dairy 03-24 Purchase of Dairy Products for SY 2023-24
5. Approval of Contract with Arguello Catering
6. Approval of Resolution No. 35/22-23 - 2022-2023 Budgetary Increase and Transfers at Year-End
7. Approval of Resolution No. 34/22-23 - Disposal of Equipment
8. Approval of Contract Extension RFP CNS 02-23 Fresh Produce-Fruit and Vegetables
9. Approval of Listing of Payments to Meet District Expenditures
10. Ratification of Contracts & Consultants \$45,000 and Under
11. Approval of Contract with Crystal Communications to Replace Emergency Handheld Radios Districtwide
12. Approval of Request for Proposal (RFP) 01-24 for USDA Foods Distribution for SY 2023-24
13. Ratify agreement to Atlas Technical Consultants LLC for Geotechnical Engineering Services at Highlands Elementary Multi-Purpose Building
14. Ratify Change Order No. 5 to Rodan Builders Inc. for the George Hall Multi-Purpose Building

**B. HUMAN RESOURCES**

1. Personnel Report: New Hires and Assignment Changes
2. Approval of SMFCSD and CSEA Tentative MOU Agreement
3. Personnel Report: Resignations, Releases, and/or Retirements

4. Approval of Job Description-Program Specialist - Middle School Education Services

**C. SUPERINTENDENT SERVICES / BOARD**

1. Approval of Resolution No. 36/22-23 - Secure Store of Firearms at Homes

**D. EDUCATION SERVICES**

1. Approve Ellevation Strategies - English Learner Management Software

**5. SUPERINTENDENT SERVICES / BOARD**

- A. School Climate and Safety Report
- B. School Visitations

**6. BUSINESS / FINANCE**

- A. Public Hearing - 2023-2024 Budget Adoption

Patrick Gaffney indicated that this is an opportunity for the public to comment on the proposed San Mateo-Foster City School District budget for the 2023-2024 school year. This item will be presented later in the meeting as an informational item and brought back for approval at the June 22, 2023, Regular Board meeting.

**Public Comments:**

None

**Board Comments:**

Trustee Trinh thanked everyone that worked on the budget.

- B. 2023-2024 Budget Adoption - Draft
- C. Public Hearing 2023-2024 Fund Balance in Excess of the Minimum Reserve Level

Patrick Gaffney indicated that this is an opportunity for the public to comment on the 2023-2024 Fund Balance in Excess of the Minimum Reserve Level.

This item will be presented later in the meeting for information.

**Board clarifying Questions:**

None

**Public Comments:**

Listen

**Board Comments:**

None

D. 2023-2024 Fund Balance in Excess of the Minimum Reserve Level

## 7. EDUCATION SERVICES

A. Notice of Public Hearing - Local Control Accountability Plan (LCAP) 2023-2024

David Chambliss indicated that the purpose of the hearing is to provide an opportunity for the public to comment on the proposed San Mateo-Foster City School District 2023-2024 Local Control Accountability Plan (LCAP). This item will be presented later in the meeting as an information item, and the Board will take action to approve the 2023-2024 LCAP on June 22, 2023, at the regular Board Meeting.

### **Board Clarifying Questions:**

Trustee Trinh inquired about what strategies we are using now to reduce chronic absenteeism, what we are already doing, and new ideas to continue to work on that issue.

Mr. Chambliss indicated that page 75 of the report lays out the actions we are planning to take and strategies that will be implemented for chronic absenteeism.

### **Public Comments:**

None

### **Board Comments:**

None

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

Trustee Proctor indicated that she attended the graduation for Borell and Bowditch and congratulated all of our 8th graders.

Trustee Brooks was able to attend the Bayside graduation, which was very nice, and congratulated our district graduates.

Trustee Trinh attended the Abbott graduation ceremony; it was positive, and it was great to see the students that worked very hard and was amazed at how many students earned a 4.0 GPA. Also attended the North Shoreview and Fiesta Gardens promotions, which were very lovely.

Trustee Chin attended the Borel graduation ceremony. Thanked the public for their patience with the rescheduling of tonight's meeting.

## 9. FUTURE MEETING DATES

Regular Board Meeting:

- June 22, 2023
- August 24, 2023

Study Session:

- August 10, 2023

## 10. ADJOURNMENT

### A. Adjournment (v)

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

Yes LaTisa Brooks

Yes Kenneth Chin

Yes Alison Proctor

Yes Maggie Trinh

The regular board meeting adjourned at 6:06 pm