

**San Mateo Union High School District  
Minutes**

**Regular Meeting**

June 21, 2018 7:00 PM  
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

CLOSED SESSION - 5:30 PM

650 N. Delaware Street

San Mateo, CA

Conference Room A

**Attendance Taken at 7:00 PM:**

Present:

Linda Lees Dwyer  
Marc Friedman  
Robert Griffin  
Peter Hanley  
Greg Land

**A. CALL TO ORDER**

Minutes:

President Dwyer called to order the Closed Session Executive Session meeting for closed session Item D1-Meeting between the Board and Certificated Employee on Employee's Level Four Grievance at 5:34 p.m.

President Dwyer adjourned the Executive Session at 6:20 p.m.

President Dwyer called to order the Closed Session at 6:30 p.m.

**B. ROLL CALL**

Minutes:

In attendance Trustee Griffin, Trustee Hanley, Clerk Friedman, Vice-President Land and President Dwyer.

**C. PUBLIC AND/OR GOVERNING BOARD COMMENTS ON CLOSED SESSION ITEMS**

Minutes:

none

**D. CLOSED SESSION**

Anyone wishing to address the Board regarding Closed Session items may do so at this time.

Items [\*] marked are scheduled for discussion at this meeting. All proceedings are reported to the public in open session where action is taken or staff is given direction.

D.1. (\*) Meeting between Board and Certificated Employee on Employee's Level Four Grievance

D.2. [ ] Public Employee Evaluation pursuant to Government Code Section 54957

D.3. [\* ] Public Employee Appointment/Employment pursuant to Government Code Section 54957-Mills Assistant Principal II and Manager of Public Relations, Communications and Publications

D.4. [ ] Conference with Legal Counsel-Existing Litigation;-pursuant to Government Code Section 54956.9

D.5. [ ] Liability Claims pursuant to Government Code Section 54957

D.6. [ ] Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(d) (1)

D.7. [ \* ] Conference with Labor Negotiators pursuant to Government Code Section 54957.6

D.8. [ \* ] Conference with Real Property Negotiator-Agency Negotiator's:-Kevin Skelly, Superintendent and Elizabeth McManus, Deputy Superintendent Business Services-Property-860 Hinckley Road, Burlingame-pursuant to Government Code Section 54956

D.9. [\* ] Public Employee Discipline/Dismissal/Release/Complaint pursuant to Government Code Section 54957

D.10. [ ] Confidential Student Discipline

D.11. [ ] Confidential Student Matters

#### E. OPEN SESSION (SMART CENTER)

Minutes:

President Dwyer called the Open Session to order at 7:06 p.m.

President Dwyer reported in Closed Session the Board upon the motion of Vice-President Land, and seconded by Trustee Robert Griffin, moved to approve the Resignation Settlement for David Kimura with a vote of 5 to 0.

President Dwyer reported the Board heard an Employee's Level Four Grievance in closed session and the board voted 5 to 0 to uphold the actions of the Administration.

**F. ROLL CALL**

In attendance Trustee Peter Hanley, Trustee Robert Griffin, Clerk Marc Friedman, Vice-President Greg Land and President Linda Lees Dwyer. No student board member in attendance.

**G. PLEDGE OF ALLEGIANCE TO THE FLAG**

Minutes:

The pledge of allegiance to the flag was led by Kyle Voigtlander.

**H. PUBLIC AND/OR GOVERNING BOARD COMMENTS**

Minutes:

Public Comment: Kyle Voigtlander addressed the board on 504 plan issues.

Trustee Hanley-none

Trustee Griffin reported he read an article on the lottery revenues for education in California that were about 6.9 billion in sales in lottery tickets. The legislation law use to be a guarantee 34% of every \$1.00 went to the schools for education and now law has changed the percentage slipped to 23% of every \$1.00 is going to the schools.

Clerk Friedman reported he had the pleasure of attending the Adult School graduation and it was a truly moving experience hearing from these students.

Vice-President Land-nothing to report

President Dwyer reported she attended the Adult School graduation ceremony and to hear the students speak on their life experiences that they were able to overcome was inspiring.

**I. COMMUNICATIONS TO THE BOARD OF TRUSTEES**

Minutes:

No communications to the Board of Trustees

**J. CONSENT AGENDA**

Minutes:

The board upon the motion of Clerk Friedman, and seconded by Vice-President Land, moved to approve the consent agenda with a vote of 5 to 0.

**J.1. Approval of Resolution Authorizing Board Member Compensation**

**J.2. Acceptance of Gifts to the District**

**J.3. Approve the Biotech Summer Internship Program Agreement**

**J.4. Approve the San Mateo High School Student Field Trip to New York - Spring 2019**

**J.5. Approve the Course of Study Proposal for Academic Language Development (ALD)**

**J.6. Approval of Change Orders for District Development Projects**

**J.7. Approve the Minutes from the May 24, 2018 Board Meeting and the June 7, 2018 Board Meeting.**

**J.8. Approval of the Employee Services Sharing Agreement between the San Mateo Union High School District and the San Mateo County Office of Education**

**J.9. Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders**

**J.10. Acceptance of Quarterly Report on Williams Uniform Complaints**

**J.11. Approve Revisions to the 2017-2018 and 2018-2019 Salary Schedules for the American Federation of School, County and Municipal Employees (AFSCME)**

**K. REGULAR REPORTS**

**K.1. Report of the Superintendent**

Minutes:

Superintendent Skelly reported he attended the Leadership Associates conference in San Diego. There were a variety of speakers who spoke on personal and organizational integrity. There were conversations about civic education and he was able to share with them what the district did to promote student registering to vote. He attended the first D-Tech graduation.

**K.2. Report of the Student Board Member**

Minutes:

none

**K.3. Report of the District Teachers' Association Representative**

Minutes:

no report

**K.4. Report of the CSEA Chapter 519 Representative**

Minutes:

no report

**K.5. Report of the San Mateo Adult School Teachers Association**

Minutes:

The San Mateo Adult School Teacher representative reported the Adult School voted to approve their contract and she reported on the international night that took place. The ESL City Government Academy will be starting up again in the fall. In the spring the Adult School will have two programs to help students develop their entrepreneurial skills. On June 9 over 30 SM Adult students and staff participated in the North Central neighborhood cleanup. On July 2 students will participate in a group volunteer project at the second harvest food

bank in San Carlos. The Adult School is hosting a wellness tabling fair on June 27 with community partners including STAR vista, CORA, community overcoming relationship abuse, Peninsula Family YMCA, SM County behavioral health and recover services the SM County National Alliance on mental health illness and the SM County Pride center.

#### **L. SPECIAL REPORTS AND APPEARANCES**

##### **L.1. Citizens' Oversight Committee Presentation**

Minutes:

Deputy Superintendent Elizabeth McManus and Cindy Montgomery, the Chairman of the Citizens' Oversight Committee, present the COC Annual Report for 2017-2018.

##### **L.2. Approve the Local Control Accountability Plan (LCAP) for 2018-2020**

**Motion Passed:** Approve the Local Control Accountability Plan (LCAP) for 2018-2020, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

##### **L.3. Adoption of Resolution Authorizing Year-End Budget Transfers**

**Motion Passed:** Adopt the resolution, as contained in the attachment, authorizing the necessary budget transfers between major accounts and year-end transfers to balance the budget and authorize the County Office of Education to process the necessary budget transfers in order to pay the District's obligations and close the District's books. Passed with a motion by Robert Griffin and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

##### **L.4. Adoption of Resolution regarding the Education Protection Account**

**Motion Passed:** Adopt the Resolution Regarding the Education Protection Account. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

##### **L.5. Adopt Budget 2018-19**

**Motion Passed:** Adopt the 2018-2019 Annual Budget, as presented in the attached J-200 Budget Report, and authorize transmittal to the County Superintendent of Schools for final review and approval. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

#### **M. CONSTRUCTION**

##### **M.1. Award Best-Value Design-Build Contract for the New Continuation High School/Alternative High School Modular Building project to Enviroplex, Inc.**

**Motion Passed:** The Board award the Project to Enviroplex as the "best value" proposer for the Project. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

#### **N. DIVISION OF HUMAN RESOURCES**

##### **N.1. Approval of Personnel Actions**

**Motion Passed:** Approve the attached personnel actions, including the addendum. Passed with a motion by Greg Land and a second by Peter Hanley.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

##### **N.2. Public Hearing on the American Federation of Teachers 2017-2018 Salary Schedule**

Minutes:

President Dwyer opened the public hearing on the American Federation of Teachers 2017-2018 Salary Schedule at 7:51 p.m.

President Dwyer closed the public hearing on the American Federation of Teachers 2017-2018 Salary Schedule at 7:51 p.m.

##### **N.3. Approval of the American Federation of Teachers' (Adult School) 2017-2018 Salary Schedule**

**Motion Passed:** Approve the American Federation of Teachers' (Adult School) 2017-2018 Salary Schedule, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer

Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.4. Approve the New Job Description for the Career Technical Education Coordinator (Teacher on Special Assignment - TOSA) - Adult School**

**Motion Passed:** Approve the new job description for the Career Technical Education Coordinator (Teacher on Special Assignment - TOSA) for the Adult School, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.5. Review, Discuss and Approve the Job Description for the New Position - San Mateo Adult School English as a Second Language Program Development Coordinator (Teacher on Special Assignment - TOSA)**

**Motion Passed:** Review, discuss and approve the job description for the new position of San Mateo Adult School English as a Second Language Program Development Coordinator (Teacher on Special Assignment - TOSA), as contained in the attachment. Passed with a motion by Greg Land and a second by Robert Griffin.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.6. Review, Discuss and Approve the Job Description for the New Position - Family Engagement Program Coordinator**

**Motion Passed:** Review, discuss and approve the job description for the new position - Family Engagement Program Coordinator, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.7. Review, Discuss and Approve the Job Description for the New Classified Position of Behavior Interventionist Paraeducator**

**Motion Passed:** Review, discuss and approve the job description for the new classified position of Behavior Interventionist Paraeducator, as contained in the attachment. Passed with a motion by Greg Land and a second by Robert Griffin.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.8. Review, Discuss and Approve the New Job Description for the UASB Coordinator**

**Motion Passed:** Review, discuss and approve the job description for the UASB Coordinator position, as contained in the attachment. Passed with a motion by Greg Land and a second by Robert Griffin.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.9. Approve the Revised Job Description for Deputy Superintendent of Human Resources and Instruction**

**Motion Passed:** Approve the revised job description for the Deputy Superintendent of Human Resources and Instruction, as contained in the attachment. Passed with a motion by Greg Land and a second by Marc Friedman.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.10. Approve the Revised Job Description for the Executive Coordinator to the Deputy Superintendent Human Resources and Instruction**

**Motion Passed:** Approve the revised job description for the Executive Coordinator to the Deputy Superintendent of Human Resources and Instruction, as contained in the attachment. Passed with a motion by Greg Land and a second by Peter Hanley.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.11. Review, Discuss and Approve the Reclassification of the Human Resources Generalist Position**

Minutes:

The Review, Discuss and Approve the Reclassification of the Human Resources Generalist Position was pulled from the agenda.

**N.12. Approve the Revised Job Description for the Behavior Specialist Position**



**Motion Passed:** Approve the revised job description for the Behavior Specialist position showing up to ten (10) additional days as approved and three (3) extra days for the Extended School Year (ESY), as contained in the attachment. Passed with a motion by Robert Griffin and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.13. Approve the Revised Job Description for the Program Specialist Position**

Minutes:

Approve the amended Job Description for the Program Specialist job description 187 days 10 plus 2 days for the 2018-2019.

**Motion Passed:** Approve the revised job description for the Program Specialist position showing up to ten (10) additional days as approved and three (3) extra days for Extended School Year (ESY), as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.14. Approve the Revised Job Description for the District Nurse Position**

**Motion Passed:** Approve the revised job description for the District Nurse position showing up to ten (10) additional days as approved, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Robert Griffin.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**N.15. Approve the Revised Job Description for the Athletic Director**

**Motion Passed:** Approve the revised job description for the Athletic Director showing two (2) additional days, as contained in the attachment. Passed with a motion by Marc Friedman and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**O. INSTRUCTIONAL SERVICES**

**P. DIVISION OF STUDENT SERVICES**

**P.1. Approval of Agreement with the San Mateo Union High School District and the San Mateo County Superintendent of Schools for Community School Educational Services (Gateway)**

**Motion Passed:** Approve the agreement between the San Mateo Union High School District and the San Mateo County Superintendent of Schools for provision of community school educational services (Gateway) to be provided by the San Mateo County Office of Education for the 2018-19SY. The District agrees to pay for a minimum of five student seats, for one full year, at the \$45, 805 per student per year for SMUHSD students, or will be prorated to the nearest one-half year for the remainder of the school year. Passed with a motion by Peter Hanley and a second by Robert Griffin.

Yes Linda Lees Dwyer  
No Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
No Greg Land

**Q. DIVISION OF BUSINESS SERVICES**

**Q.1. Approve Revisions to Facility Use Fees**

**Motion Passed:** The Board of Trustees approve and adopt the revised 2018-19 Facilities Use Fee Schedule. Passed with a motion by Greg Land and a second by Marc Friedman.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**R. BOARD OPERATIONS**

**R.1. Approve the Revised BP 6154 and AR 6154 - Homework/Makeup Work**

**Motion Passed:** Approve the revised versions of the BP 6154 and AR 6154 - Homework/Makeup Work, as contained in the attachment. Passed with a motion by Robert Griffin and a second by Greg Land.

Yes Linda Lees Dwyer  
Yes Marc Friedman  
Yes Robert Griffin  
Yes Peter Hanley  
Yes Greg Land

**R.2. Review and Discuss the Board Policy - December 2017 Updates Part One**

Minutes:

The board approved moving the Review and Discuss the Board Policy - December 2017 Updates Part One to the August 9 consent agenda removing from BP 0420.4 Charter School Authorization "The petition

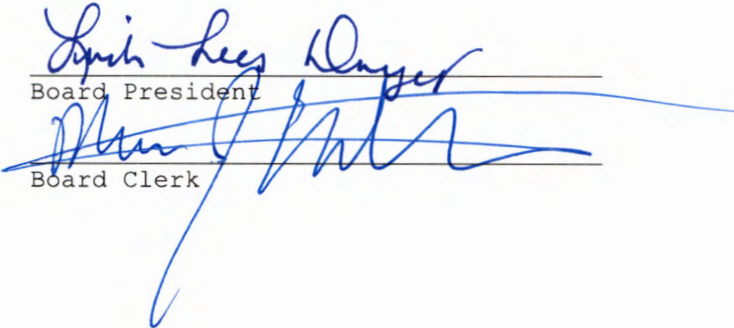
does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3."

**S. REQUESTED BOARD ITEM**

**T. ADJOURNMENT**

Minutes:

There being no further business the meeting was adjourned at 8:41 p.m.



Board President  
Board Clerk