

# San Mateo Union High School District Minutes

## Regular Meeting

June 07, 2018 7:00 PM  
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

and

2555B Shangri La

Lemoore, CA

CLOSED SESSION - 5:00 PM

ADULT SCHOOL, ROOM 29

### 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 the Closed Session to order at 6:10 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. [ \* ] Public Employee Evaluation pursuant to Government Code Section 54957 - Superintendent Evaluation

D.2. [\*] Public Employee Appointment/Employment pursuant to Government Code Section 54957-San Mateo Assistant Principal II and Mills Assistant Principal II

D.3. [\*] Conference with Legal Counsel-Existing Litigation; "Eminent domain lawsuit, San Mateo Union High School District v. Herbert Wei (as Trustee of the Wei Family 2002 Trust), et al."-pursuant to Government Code Section 54956.9

D.4. [ ] Liability Claims pursuant to Government Code Section 54957

D.5. [ ] Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(d) (1)

D.6. [ \* ] Conference with Labor Negotiators pursuant to Government Code Section 54957.6

D.7. [ \* ] 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.8. [\*] Public Employee Discipline/Dismissal/Release/Complaint pursuant to Government Code Section 54957

D.9. [ ] Confidential Student Discipline

D.10. [ ] Confidential Student Matters

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

Minutes:

President Dwyer called the Open Session to order at 7:11 p.m.

President Dwyer had nothing to report from Closed Session.

#### **F. ROLL CALL**

Minutes:

In attendance Trustee Peter Hanley, Trustee Robert Griffin, Clerk Marc Friedman, Vice-President Greg Land and President Linda Lees Dwyer.

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

Minutes:

The pledge of allegiance to the flag was led by Tim Doyle, Director of the Adult School.

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

Minutes:

Public Comment: Mary Rustia addressed the board on compensation for the teachers.

Trustee Hanley reported he attended the Hillsdale and Middle College graduations and they both went very smoothly. He announced he is going to seek another term on the board this November.

Trustee Griffin reported he enjoyed the graduation ceremonies at Peninsula and Aragon. Dr. Cesar Cruz, a graduate from Harvard with a doctorate in education, spoke at the Peninsula graduation. He was a fiery speaker and Mr. Griffin enjoyed the message. Trustee Griffin announced he will be seeking another term on the board in November.

Clerk Friedman reported he enjoyed the San Mateo High School graduation. Regrettably the weather was not the best.

Vice-President Land reported from an elementary perspective and being the principal of an elementary school, he was in awe of the Burlingame and Capuchino high school principals and their staffs regarding how smoothly the graduation ceremonies ran. There was a wonderful tribute to Principal Shamar Shanks.

President Dwyer recognized Kenneth Erwin LaCrosse who passed away April 2018. He taught and coached at Capuchino High School during the Peninsula's golden age of sports and he was inducted into the Capuchino Coaching Hall of Fame in 1997. President Dwyer attended the graduation ceremony at Mills High School and she announced she will be running for another term on the board in November.

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

Minutes:  
none

#### **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. Ratification of Individuals to Serve as Representatives to the CIF/CCS Leagues**

**J.2. EL Reclassification Criteria for the 2018-19 School Year**

**J.3. Approve the Specific Board Policies - October 2017 Updates Part Three**

**J.4. Approval of the Consolidated Application (ConAPP) Submission**

**J.5. Declaration of and Authorization to Dispose of Surplus Property**

**J.6. Authorization for Superintendent to Award the Contract for the Burlingame High School Pool Modernization Project #0210 upon DSA Approval**

**J.7. Confirmation of Bills and Salaries for May 2018**

**J.8. Acceptance of Gifts to the District**

**J.9. Approve Field Trip for Burlingame High School to the JEA Fall National High School Journalism Convention**

**J.10. Acceptance of the Memorandum of Understanding with San Mateo Middle College High School and the San Mateo County Community College District**

**J.11. Approve the Field Trip for Aragon High School Student to Attend Close-Up in Washington, D.C.**

**J.12. Approve the Specific Administrative Regulation - AR 5022.1 and Exhibit - E 5022.1 - Student and Family Privacy and Use of Pupil Information Regarding Eligibility for Free and Reduced Price Meals**

**J.13. Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders**

**J.14. Approval of Change Orders for District Deferred Maintenance Projects**

**J.15. Approve the Teacher Induction Services Memorandum of Understanding Between the San Mateo Union High School District and the San Mateo County Office of Education**

**J.16. Approve the Confidential Employees Moving to a Positive Work Year**

**K. REGULAR REPORTS**

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

Minutes:

Superintendent Skelly reported he attended the graduation ceremonies at various schools. He also attended the Skyline Middle College graduation where 7 or 8 of our students graduated. He recommended next year that one of the board members attend the graduation. He is in the process of meeting with cabinet members and principals for their end of the year meetings. Yvonne Shiu introduced Mike Holtz, the new Assistant Principal II for San Mateo.

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

Minutes:

none

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

Minutes:

District Teachers' Association Representative commented on the homework policy and as we continue to move forward with the policy to keep the involvement of all stakeholders close at hand. He mentioned the feedback on the PD day was very good and it is important to maintain the involvement and support of the teachers and negotiations are coming up.

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

Minutes:

no report

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

Minutes:  
No report

**L. SPECIAL REPORTS AND APPEARANCES**

**L.1. Presentation: Homework Committee**

Minutes:

Deputy Superintendent Kirk Black presented the revised District BP 6154 and AR 6154 Homework/Makeup Work Policy. The board approved the District BP 6154 and AR 6154 Homework/Makeup Work policy be placed on the June 21, 2018 board agenda for approval with the suggested recommendations made by the board.

**L.2. Presentation: DELAC Report Follow-Up**

Minutes:

Samia Shoman, El & Compliance Manager, presented the follow-up report on DELAC to the board. The board approved the parent recommendations for the District's English Learner programs, students, and families be brought back for approval in August.

**L.3. Presentation of the Local Control Accountability Plan (LCAP) 2017-2020**

Minutes:

Director Brian Simmons presented the Local Control Accountability Plan (LCAP) 2017-2020.

**L.4. Public Hearing of the Local Control Accountability Plan (LCAP) for 2017-2020**

Minutes:

President Dwyer opened the public hearing of the Local Control Accountability Plan (LCAP) for 2017-2020 at 8:50 p.m.

President Dwyer closed the public hearing of the Local Control Accountability Plan (LCAP) for 2017-2020 at 8:50 p.m.

**L.5. Presentation of the Tentative Annual Budget for Fiscal Year 2018-2019**

Minutes:

Deputy Superintendent Elizabeth McManus presented the tentative Annual Budget for Fiscal Year 2018-2019.

**L.6. Public Hearing for the Tentative Annual Budget for Fiscal Year 2018-2019**

Minutes:

President Dwyer opened the Public Hearing for the Tentative Annual Budget for Fiscal Year 2018-2019 at 9:19 p.m.

Public Comment: Mary Rustia commented on the Tentative Annual Budget for Fiscal Year 2018-2019.

President Dwyer closed the Public Hearing for the Tentative Annual Budget for Fiscal Year 2018-2019 at 9:22 p.m.

**L.7. Public Hearing on Reserves in Excess of Minimum Reserve requirement**

Minutes:

President Dwyer opened the Public Hearing on Reserves in Excess of Minimum Reserve requirement at 9:23 p.m.

President Dwyer closed the Public Hearing on Reserves in Excess of Minimum Reserve requirement at 9:23 p.m.

**L.8. Presentation of Annual Student Nutrition Report and Approval to Increase the Cost of a Meal**

**Motion Passed:** The board approve the increase of brunch paid meals. Passed with a motion by Peter Hanley and a second by Greg Land.

Yes Linda Lees Dwyer

No Marc Friedman

Yes Robert Griffin

Yes Peter Hanley

Yes Greg Land

**M. CONSTRUCTION**

**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 Robert Griffin.

Yes Linda Lees Dwyer

Yes Marc Friedman

Yes Robert Griffin

Absent Peter Hanley

Yes Greg Land

**N.2. Approve the Revised Athletic Trainer Job Description**

**Motion Passed:** Approve the revised Athletic Trainer job description, 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

Absent Peter Hanley

Yes Greg Land

**N.3. Review, Discuss and Approve the Job Description for the New Position of District Instructional Coach Lead Teacher**

**Motion Passed:** Review, discuss and approve the job description for

the new position of District Instructional Coach Lead Teacher, 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)**

**Q. DIVISION OF BUSINESS SERVICES**

**Q.1. Approve the 2018-19 Facilities Use Fees**

**Motion Passed:** Approve the 2018-19 Facilities Use fees. 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

**R. BOARD OPERATIONS**

**R.1. Candidate Filing for the November 6, 2018 Statewide Election**

**Motion Passed:** Determine the policy for the items contained in the attached letter for Mark Church, Chief Elections Officer. Passed with a motion by Peter Hanley and a second by Greg Land.

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

**S. REQUESTED BOARD ITEM**

**T. ADJOURNMENT**

Minutes:

There being no further business the meeting was adjourned at 9:55 p.m.

  
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Board President

  
\_\_\_\_\_  
Board Clerk