

# San Mateo Union High School District Minutes

## Regular Meeting

May 10, 2018 7:00 PM  
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

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 5:15 p.m.

#### B. ROLL CALL

##### Minutes:

In attendance Trustee Griffin, Trustee Hanley, Clerk Friedman and President Dwyer. Vice-President Land arrived at 5:35 p.m.

#### 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-Capuchino Principal, San Mateo

Assistant Principal II, Aragon Assistant Principal I, Manager of Mental Health and Manager of Public Relations, Communications and Publications

D.3. [ ] Conference with Legal Counsel-Anticipated Litigation; pursuant to Government Code Section 54956.9

D.4. [ ] Liability Claims pursuant to Government Code Section 54957.1

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-Expulsion Hearing Request for Postponement-California Education Code Section 48918(a)

D.10. [ \* ] Confidential Student Matters-Thirteen (13) cases

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

Minutes:

President Dwyer called the Open Session to order at 7:12 p.m.

President Dwyer reported in Closed Session the Board upon the motion of Trustee Griffin, and seconded by Vice-President Land, moved to approve the Request for Continuance of an Expulsion Hearing with a vote of 5 to 0.

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

Minutes:

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

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

Minutes:

The pledge of allegiance to the flag was led by Brenda, the daughter of a parent on the DELAC committee.

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

Minutes:

Trustee Hanley attended the Capuchino spring concert. He stated the music program continues to make really great progress.

Trustee Griffin spent his day listening to the state controller's office talk about audit report deficiencies, area of emphasis and new compliance requirements.

Clerk Friedman attended the Millbrae recreation center coordinating council meeting. They are moving forward with their plans and design work for the new recreation center.  
Vice-President Land-no report

President Dwyer attended the Mateo in Motion at San Mateo High School Friday and Saturday night. It was an amazing experience because there are so many dance classes from the beginning to the advanced classes. She commended Robyn Tribuzi, teacher at San Mateo, for all of the work she does in putting together the dance program. She attended the funeral service of the son of one our teachers. President Dwyer called for a moment of silence. Vice-President Land also attended the service.

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

#### **J. CONSENT AGENDA**

Minutes:

The board upon the motion of Trustee Friedman, and seconded by Vice-President Land, moved to approve the consent agenda pulling item J1 Approval to Award Contract for Aragon High School Boiler Replacement Project #0064 and item J14 Denial of Inter-District Transfer Request with a vote of 5 to 0.

The board upon the motion of Trustee Griffin, and seconded by Vice-President Land, moved to approve item J1 Approval to Award Contract for Aragon High School Boiler Replacement Project #0064 with a vote of 5 to 0.

The board upon the motion of Trustee Griffin, and seconded by Vice-President Land, moved to approve item J14 Denial of Inter-District Transfer Request with a vote of 4 to 1. Trustee Hanley, Trustee Griffin, Vice-President Land and President Dwyer voting yes and Trustee Friedman voting no.

**J.1. Approval to Award Contract for Aragon High School Boiler Replacement Project #0064**

**J.2. Approval to Award Contract for Burlingame High School Modular Building Sitework Project**

**J.3. Approval to Award Contract for Capuchino High School Modular Building Sitework Project**

**J.4. Approval to File Notice of Completion for Capital Facilities Projects**

**J.5. Approval to Reject the Bid for the Burlingame High School Pool Modernization Project #0210**

**J.6. Adopt a Resolution Authorizing the Use of Design-Build Delivery Method, Design-Build Request for Qualifications/Proposals, and Best-Value Selection Method for the Design and Construction of the New**

**Continuation High School/Alternative High School Modular Building project**

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

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

**J.9. Authorization to Use Competitively Bid National Joint Powers Alliance (NJPA) Contract 083116-SEC for Sharp Copiers and Other Imaging Equipment and Related Accessories, Supplies and Services**

**J.10. Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders**

**J.11. Candidates for Graduation, May 2018**

**J.12. Approval and Acceptance of the CalWORKs Grant for Fiscal year 2017-18 for the San Mateo Adult School**

**J.13. Approval of Student Transfers to the Adult School**

**J.14. Denial of Inter-District Transfer Requests**

**J.15. Approve the Burlingame High School Student Field Trip to Italy - Spring 2019**

**J.16. Approve the Minutes from the April 19, 2018 Special Budget Study Session and Regular Board Meeting and the April 24, 2018 Special Board Meeting.**

**K. REGULAR REPORTS**

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

Minutes:

Superintendent Skelly had a chance to attend the dance performances at both San Mateo High School and Hillside High School. He stated the district is working through the staffing pieces and he thanked the principals for their assistance in placing staff members. He mentioned negotiations are continuing and the retirees are taking advantage of the MOU that provides a way for retirees to have health benefits. He thanked Sheri Costa, Public Relations, Communication, Publications Manager for her work in the district and wished her the best of luck going forward.

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

Minutes:

Student Board Member reported Mills had their international week and food fair. Capuchino had their commitment day honoring those who received sports scholarships, as well as, having their autism awareness month and social action day. Aragon had their heritage week and is having an upcoming petting zoo for their stress buster week before finals. Burlingame is also having a petting zoo and environmental week. They just had the LGBTQ week. San Mateo just recently had their hair drive where students donated their hair to "Locks for Love." Seniors are giving away their sports gear to lower class men or anyone who needs it. Hillside had their pick up trash for environmental week to help the leadership class clean up the

school and they had an ice skating event, as well as, their hall of fame week which is alumni speeches to the classes.

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

Minutes:

Rachel Lauderdale, Hillsdale teacher, soccer coach and CTA Treasurer, reported on the contract negotiations with the district and CTA.

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

Minutes:

no report

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

Minutes:

Stephanie Kriebel, ESL Teacher, ESL City Government Academy Program Coordinator and Student Council Teacher Adviser for the Adult School, acknowledge Sheri Costa for her contribution in helping the Adult School be a part of the communication for the district. She reported on the Adult Education week annual event. The Adult School Director Tim Doyle and students spoke to the state legislators about adult education funding. The Adult School graduated the first ESL City Government Academy in partnership with the City of San Mateo. Two students spoke about their experience in being part of the ESL City Government Academy.

**L. SPECIAL REPORTS AND APPEARANCES**

**L.1. Wellness/Stanford Teen Mobile Health Van Presentation**

Minutes:

April Torres, Health and Wellness Coordinator and Dr. Seth Ammermen, MD, Stanford Children Health, presented the Wellness/Stanford Teen Mobile Health Van presentation.

**L.2. DELAC Annual Report**

Minutes:

Samia Shoman, EL & Compliance Coordinator and the District's English Learner Advisory Board (DELAC) presented their annual recommendations on English Learner Programs and services to the Board.

**L.3. Presentation: AVID Program**

Minutes:

Samia Shoman, EL & Compliance Coordinator, presented a brief summary of the changes to the AVID certification system starting the 2018-19 school year, and an overview of our AVID data. AVID teachers, Don Bush, Aragon, Angelica Alvarez, Capuchino, James Norman, San Mateo and Dave Pirie, San Mateo presented the AVID seniors a certificate for outstanding AVID Senior.

**L.4. Approval of the Memorandum of Understanding with the U.S. Geological Survey, pilot program, named Step-Up. and the San Mateo Union High School District**

Minutes:

Eli Poblitz, Vocational Ed. Specialist and Carolyn Schwartzbord, Director of Special Education, updated the board on the U.S. Geological Survey, pilot program.

**Motion Passed:** Approve the Memorandum of Understanding with the U.S. Geological Survey and the San Mateo Union High School District to allow students to be able to intern at the Menlo Park facility as a work-based-learning opportunity for the 2018/2019 school year. 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

**L.5. Approve the Memorandum of Understanding Between the Los Hermanos Organization and Capuchino High School**

Minutes:

The Memorandum of Understanding Between the Los Hermanos Skyline College Program and Capuchino High School will be brought back to the May 24th board agenda under consent.

**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 Peter Hanley and a second by Greg Land.

Yes Linda Lees Dwyer

Yes Marc Friedman

Yes Robert Griffin

Yes Peter Hanley

Yes Greg Land

**N.2. Adoption of Declaration of Need for Fully-Qualified Educators**

**Motion Passed:** Adopt the attached Declaration of Need for Fully-Qualified Educators which certifies that there is an insufficient number of certificated persons who meet the District's specified employment criteria for the positions listed on the attached form and authorize Kevin Skelly, Superintendent, to sign the Declaration. 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.3. Approve the Side Letter Between the San Mateo Union High School District and the California School Employees Association**

**Motion Passed:** Approve the Side Letter between the San Mateo Union

High School District and the California School Employees Association regarding the Auditorium Technicians, 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 Revised Job Description for the District Professional Development and Induction Coordinator**

**Motion Passed:** Approve the revised job description for the District Professional Development and Induction Coordinator showing the addition of ten (10) days to the Teacher Work Calendar, 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.5. Approve the Revised Job Description for the District Instructional Technology Coordinator Position**

**Motion Passed:** Approve the revised job description for the District Instructional Technology Coordinator position, 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.6. Approve the Revised Job Description for the Manager of Mental Health Position**

Minutes:

The Revised Job Description for the Manager of Mental Health Position was pulled from the agenda and will be brought back to the May 24th board agenda.

**N.7. Approve the Revised Job Description for the Manager of Public Relations, Communications and Publications Position**

**Motion Passed:** Approve the revised job description for the Manager of Public Relations, Communications and Publications position, 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.8. Approve the Revised 2018-19 Administrative Salary Schedule**

**Motion Passed:** Approve the revised 2018-19 Administrative Salary Schedule, 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

**O. INSTRUCTIONAL SERVICES**

**O.1. Approve the Revised Job Descriptions for Teachers On Special Assignment Positions**

**Motion Passed:** Approve the revised job descriptions for the Teachers On Special Assignment positions, as contained in the attachments. 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

**Motion Passed:** Approve the revised job descriptions for the Teachers On Special Assignment positions, as contained in the attachments. 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

**P. DIVISION OF STUDENT SERVICES**

**Q. DIVISION OF BUSINESS SERVICES**

**Q.1. Adoption of Resolution to Issue Tax and Revenue Anticipation Notes for the 2017-2018 Fiscal Year**

**Motion Passed:** Adopt the attached resolution which authorizes the issuance and sale of a 2018-2019 Tax and Revenue Anticipation Note on a stand-alone basis and requests the San Mateo County Board of Supervisors to issue and sell said note in the principal amount of not-to-exceed \$25 million. Passed with a motion by Marc Friedman and a second by Peter Hanley.

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

**Q.2. Approval of Amendment #1 Agreement with the City of San Mateo and San Mateo-Foster City School District and the San Mateo Union**



### **High School District for the Special Resource Officer Services**

**Motion Passed:** Approve amendment No. 1 to the agreement with the City of San Mateo and San Mateo-Foster City School District and the San Mateo Union High School District to increase the cost sharing provided by the districts for School Resource Officers services at public high schools and middle schools. Passed with a motion by Greg Land and a second by Robert Griffin.

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

### **Q.3. Home-to-School Bus Fees for 2018-2019 School Year**

Minutes:

There is no change to the Home-to-School Bus Fees for 2018-2019 School Year.

## **R. BOARD OPERATIONS**

### **R.1. Approval of the Millbrae School District Measure N Endorsement Resolution**

**Motion Passed:** Approve the resolution from the Board of Trustees of the San Mateo Union High School District for the Millbrae School District Measure N endorsement resolution. 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

### **R.2. Review and Discuss the Specific Board Policies - October 2017 Updates Part Two**

Minutes:

The Board of Trustees approved the policies listed below to be placed on the May 24th board agenda under consent. BP/AR 5117 Interdistrict Attendance policies will brought back for further discussion and approval at a later board meeting.

- BP 3513.4 - Drug and Alcohol Free Schools
- AR 3515.6 - Criminal Background Checks for Contractors
- BP 4140/4240/4340 - Bargaining Units
- BP 5113.1 - Chronic Absence and Truancy
- AR 5113.1 - Chronic Absence and Truancy
- AR 5113.11 - Attendance Supervision
- BP 5113.12 - District School Attendance Review Board

-AR 5113.12 - District School Attendance Review

**S. REQUESTED BOARD ITEM**

Minutes:

The board requested to add to the list of requested board items:

Feedback on what we are going to do for the EL Program

Discussion on BP/AR Interdistrict Attendance Policies

**T. ADJOURNMENT**

[Redacted Signature]

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Board President

[Redacted Signature]

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Board Clerk