

San Mateo Union High School District Minutes

Organizational Meeting
December 13, 2017 7:00 PM
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

CLOSED SESSION - 5:30 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 Hanley called the Closed Session to order at 5:30 p.m.

B. ROLL CALL

Minutes:

In attendance in Closed Session, President Hanley, Vice-President Dwyer, Trustee Friedman and Trustee Griffin. Clerk Land arrived at 5:50 p.m.

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

Minutes:

No Comments

D. CLOSED SESSION (ADULT SCHOOL, ROOM 29)

D.1. [] Public Employee Evaluation pursuant to Government Code Section 54957

D.2. [] Public Employee Appointment/Employment pursuant to Government Code Section 54957

D.3. [*] Conference with Legal Counsel-Anticipated Litigation; pursuant to Government Code Section 54956.9-three (3) cases

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-one (1) case

D.10. [*] Confidential Student Matters - seven (7) cases

E. OPEN SESSION (SMART CENTER)

Minutes:

President Hanley called the Open Session to order at 7:09 p.m.

President Hanley reported in Closed Session the Board upon the motion of Vice-President Dwyer, and seconded by Trustee Griffin, moved to approve three Special Education Settlements with a vote of 4 to 0 with one absent. Clerk Land was absent at the time of the vote.

President Hanley reported in Closed Session the Board upon the motion of Trustee Friedman, and seconded by Vice-President Dwyer, moved to approve the Suspended Expulsion of case #17/18/12 with a vote of 5 to 0.

President Hanley reported in Closed Session the Board upon the motion of Trustee Friedman, and seconded Vice-President Dwyer, moved to approve the re-admissions of six students with a vote of 5 to 0.

F. ROLL CALL

Minutes:

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

G. PLEDGE OF ALLEGIANCE TO THE FLAG

Minutes:

The Pledge of Allegiance to the flag was led by Student Board Member Josh Hafter.

H. ORGANIZATION OF THE BOARD OF TRUSTEES

H.1. Designation of New Officers: President, Vice President, Clerk, Appoint Secretary and Appoint a District Representative for the County Committee on School District Organization

Minutes:

Per Board Policy BB 9100, the reorganization of the Governing Board is as follows: Board President, Linda Lees Dwyer, Vice-President, Greg Land, Clerk Marc Friedman, Trustee Robert Griffin and Trustee Peter Hanley. The board appointed Superintendent Skelly as Secretary to the Board. Greg Land was appointed to be the District Representative for the County Committee on School District Organization.

Superintendent Skelly recognized President Hanley for his service as Board President for the year. The Board members also recognized and thanked President Hanley for his service as Board President.

I. PUBLIC AND/OR GOVERNING BOARD COMMENTS

Minutes:

Trustee Hanley reported on attending the CSBA Conference. He stated it was a valuable conference both for the networking and for the updating and knowledge he learned from the sessions.

Trustee Griffin reported on his attendance to the CSBA conference. One session he attended had to do with the AP & IB programs and increasing the program. He also attended a session on the African American Youth on nutrition and helping poor families. He presented with the Superintendent and Lou Lozano on improving teacher quality which was well received.

Clerk Friedman reported he was in San Diego as the Delegate Assembly member and to attend the CSBA conference. He reported the delegate assembly elected a new President and Vice-President. At the CSBA conference he enjoyed attending the gubernatorial forum with the six candidates running for Governor. He reported the SMCSBA meetings for the next four months of the year will be on Monday's. The SMCSBA is planning on having a candidate forum among the leading candidates for the office of the County Superintendent position. He encouraged all of our schools to apply for the Kent Award.

Vice-President Land thanked Clerk Friedman for putting together a networking evening in Burlingame with other school board members from the county. He reported he attended the CSBA conference and one of the highlights was seeing the Global Education Evangelist from google Jaime Casap and hearing his insights into using technology and personalizing learning and questions he had on the disruptiveness of what he can do for education. He attended the English learner Road Map session and he received a lot of insight from that session.

President Dwyer reported parallel to the CSBA conference was the California Council of School Attorneys conference that she attended. The highlight of that conference was Eugene Whitlock, who was with county counsel for a numbers of years in fact he represented the district, he is now with the community college district. She looks forward to basketball season and all of the winter plays and musicals.

J. COMMUNICATIONS TO THE BOARD OF TRUSTEES

Minutes:

No communications to the Board of Trustees

K. CONSENT AGENDA

Minutes:

The board upon the motion of Clerk Friedman, and seconded by Trustee

Hanley, moved to approve the consent agenda pulling Item K8 "Approval of Field Trip for Aragon High School to Participate in Sojourn to the Past" with a vote of 5 to 0.

Trustee Griffin requested information on field trips. How are the funds raised to pay for students and who are attending the field trips? Assistant Superintendent KindyLee Mackamul will provide the information to the board in a weekly report.

The board upon the motion of Trustee Griffin, and seconded by Vice-President Land, moved to approve Item K8 "Approval of Field Trip for Aragon High School to Participate in Sojourn to the Past" with a vote of 5 to 0.

K.1. Approval of Conference Attendance: Business Services Staff to CASBO Conference, Sacramento, CA

K.2. Acceptance of Gifts to the District

K.3. Declaration of and Authorization to Donate Surplus Property

K.4. Approve the Memorandum of Understanding with the American Federation of Teachers (AFT), Local 4681

K.5. Denial of Inter-District Transfer Requests

K.6. Approve the Specific Board Policies - July 2017 Updates Part One

K.7. Approve the Specific Board Policies - BP 1340 - Access to District Records and AR 3580 - District Records

K.8. Approval of Field Trip for Aragon High School to Participate in Sojourn to the Past

K.9. Approve the Minutes from the November 16, 2017 Board Meeting

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

K.11. Confirmation of Bills and Salaries for October, 2017

K.12. Confirmation of Bills and Salaries for November, 2017

K.13. Approve the Settlement Agreement between the California School Employees Association, Chapter 519 and the San Mateo Union High School District

K.14. Approve the Side Letter Between the California School Employees Association, Chapter 519 and the San Mateo Union High School District

L. REGULAR REPORTS

L.1. Report of the Superintendent

Minutes:

Superintendent Skelly reported he accompanied the board to the CSBA conference. He was pleased to be giving the presentation with Mr. Griffin and Lou Lozano on improving teacher quality. He reported on the two holiday celebrations one with the district staff and the

other with administration. He stated we have received the accountability dashboard. There are different ranges, measures and data this year. The district will be receiving technical support from the San Mateo County Office of Education around some of the data. We are doing well on the sustainability at our schools. The schools have cut back about 20% of their share of energy.

Sheri Costa, Public Relations, Communication and Publications Manager, presented the certificates of appreciation to the student interns who worked on the new district website.

L.2. Report of the Student Board Member

Minutes:

Student Board Member Kei Nomura reported San Mateo High School finished their can food drive and they passed their can food drive goal of \$100,000. San Mateo, Burlingame and Hillside planned a Stress Buster event to help students relax in preparations for finals. Burlingame had their ASB elections and Hillside had a clothing drive and they are raising funds for the victims of the California fires.

Student Board Member Josh Hafter reported Aragon had their choir concert and their winter concert is this Friday. Mills had their Visual and Performing Arts festival and they are having a cookies and creams event to help students study for finals. Capuchino recently handed out T-shirts to the teachers. At the San Bruno Christmas tree lighting Capuchino students provided Christmas cards for anyone in the community who wished to write a card for someone in the military. They had puppies come to the school to help student's distress for the finals.

L.3. Report of the District Teachers' Association Representative

Minutes:

The District Teachers' Association Representative reported he missed the last board meeting because he attended the San Mateo/Foster City Board meeting to speak on behalf of the Teachers Association, and as a parent to support the SM/FC teachers. He spoke on the energy savings efforts and the varying ways teachers are responding to sustainability in the district. He thanked Ms. McManus for being on top of the concerns the teachers had on the heating and ventilation systems. The bargaining team is putting together a preliminary bargaining proposal to hopefully present in the early spring.

L.4. Report of the CSEA Chapter 519 Representative

Minutes:
no report

L.5. Report of the San Mateo Adult School Teachers Association

Minutes:
no report

M. SPECIAL REPORTS AND APPEARANCES

M.1. Approval of 860 Hinckley Road in Burlingame as Future Site for District Continuation High School

Minutes:

Superintendent Skelly thanked the San Bruno Police Department and the City of San Bruno for their partnership with Peninsula High School and ensuring a safe environment for the students. He stated he provide the wrong information to the reporter at the San Mateo Daily Journal for the timeline for the move of Peninsula High School. He mentioned the timeline for the move as Fall 2019 and the timeline for the move should be Fall 2020.

Public Comment on the Approval of 860 Hinckley Road in Burlingame as Future Site for District Continuation High School:

Judith Puccini

Isabelle Bushman

Harini Krishnan

Motion Passed: It is recommended that the Board of Trustees take the following actions: Approve 860 Hinckley Avenue, Burlingame, CA for future site for continuation high school. Approve contract for construction management services (in separate Board item-M2) Approve CEQA consultant contract for a Phase I study and commencement of CEQA compliance documentation (in separate Board item-M3) Approve contract for design services (in separate Board item-M4) Approve full appraisal offer to property owner, subject to site selection and CEQA clearance and conditional CDE approval Approve staff engagement of DTSC to review soil test results Authorize staff to meet with City of Burlingame to apprise the city of the District's plans to relocate its continuation high school to 860 Hinckley Road 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

M.2. Approval of Construction Management Services for this project (#0063)

Motion Passed: Approve the Construction Management Services Project #0063 Amendment No. 20 San Mateo Union High School District Contract 08 Agreement with Greystone West Company. 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

M.3. Approval of Consultant Services Proposal with Grassetti Environmental Consulting for CEQA Services on Project #0063 New Alternative High School

Motion Passed: Approve the Consultant Services Proposal with

Grassetti Environmental Consulting for CEQA Services on Project #0063 New Alternative High School, for \$35,070. 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

M.4. Approval of Architectural Services Agreement with Quattrocchi Kwok Architects for Project #0063 New Alternative High School

Motion Passed: Approve the architectural Services agreement with Quattrocchi Kwok Architects for the New Alternative High School project. 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

M.5. Presentation and Acceptance of 2016-2017 Independent Audit

Motion Passed: Accept the attached 2016-2017 independent annual Audit Report of District financial records and procedures by the District's auditor, James Marta & Company LLP. 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

M.6. Presentation of the Measures M and O General Obligation Bond Performance Audit

Motion Passed: For information only. 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

M.7. Presentation and Approval of Positive Certification of the 2017-2018 First Interim Fiscal Report

Motion Passed: Approve a positive certification of the 2017-18 First Interim Report for the period July 1, 2017, through October 31, 2017, including the 2017-18 Budget Revisions incorporating revenue and expenditure increases/decreases for the District's various funds, and authorize its filing with the San Mateo County Superintendent of Schools. 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. CONSTRUCTION

N.1. Approval of Change Order for Measure O Capital Facilities Projects

Motion Passed: Approve the change order identified on the attachment, in the amount of (\$10,573), with all costs to be charged to Fund 21-Building Fund-Measure O, and authorize the Superintendent to sign said change order. 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.2. Approval to Award Contract for Burlingame High School New Modular 3 Classroom Building Replacement Project

Motion Passed: Award the proposal identified on the attachment, in the total amount of \$614,900, with all costs to be charged to Fund 25-The General Fund Developer Fees. 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.3. Approval to File the California Environmental Quality Act (CEQA) Notice of Exemption for the Burlingame High School New Modular 3-Classroom Building Replacement Project

Motion Passed: Approve the filing of the Notice of Exemption for the Burlingame High School New Modular 3-Classroom Building Replacement Project. in accordance with the California Environmental Quality Act (CEQA) Guidelines. 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.4. Approval to Award Contract for Capuchino High School New Science Lab Project

Motion Passed: Award the proposal identified on the attachment, in the total amount of \$474,500, with all costs to be charged to Fund

21-The General Fund Redevelopment Funds. 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.5. Approval to File the California Environmental Quality Act (CEQA) Notice of Exemption for the Capuchino High School New Science Lab Project

Motion Passed: Approve the filing of the Notice of Exemption for the Capuchino High School New Science Lab Project. in accordance with the California Environmental Quality Act (CEQA) Guidelines. 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. Approval to File Notice of Completion for Capital Facilities Projects

Motion Passed: Approve filing the Capuchino and San Mateo High School Campuses Solar Photovoltaic Project Notice of Completion with the County Recorder. 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. DIVISION OF HUMAN RESOURCES

O.1. Approval of Personnel Actions

Motion Passed: Approve the attached personnel actions, including the addendum. 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

O.2. Review, Discuss and Approve the Job Description for the New Classified Position of Mental Health Therapist - TUPE

Motion Passed: Review, discuss and approve the job description for the new classified position, Mental Health Therapist - TUPE provided by the TUPE Grant, 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

O.3. Review, Discuss and Approve the Job Description for the New Classified Position of Communications & Publications Specialist

Motion Passed: Review, discuss and approve the job description for the new classified position of Communications & Publications Specialist, 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

P. INSTRUCTIONAL SERVICES

Q. DIVISION OF STUDENT SERVICES

R. DIVISION OF BUSINESS SERVICES

R.1. Adoption of Resolution to Apply for a Carl Moyer Program Grant

Motion Passed: Adopt resolution to apply for the Carl Moyer Program Grant and authorize Dan Dobbins, Executive Transportation Officer, and Elizabeth McManus, Deputy Superintendent Business Services, to implement and administer the grant funds, if received, for new lower emission buses. 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

R.2. Approval of Settlement Agreement with Pacific Gas and Electric for Payment of Revenue Loss

Motion Passed: Approve the settlement agreement negotiated by the County of San Mateo with PG&E and authorize the Superintendent to sign said agreement. 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

S. BOARD OPERATIONS

S.1. Review and Discuss the Revised Specific Administrative Regulation AR 6142.7 - Physical Education and Activity and E 6142.7 - Physical Education Medical Exempt Form

Minutes:

The board approved moving the Revised Specific Administrative Regulation AR 6142.7 - Physical Education and Activity and E 6142.7 - Physical Education Medical Exempt Form to the consent agenda for January 18, 2018 board agenda.

T. ADJOURNMENT

Minutes:

There being no further business the meeting was adjourned at 9:26 p.m.

[Redacted Signature]

Board President

[Redacted Signature]

Board Clerk

