

# San Mateo Union High School District Minutes

## Regular Meeting

October 12, 2017 6:45 PM  
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

CLOSED SESSION - 5:30 PM

ADULT SCHOOL, ROOM 29

### Attendance Taken at 6:45 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 Griffin and Trustee Friedman. Clerk Land arrived at 6:25 p.m.

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

### 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 - Principals

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 - one (1) case

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, Sean Absher, Legal Counsel and Todd Lee, Greystone West-Property-300 Piedmont Avenue, San Bruno and 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 Hanley called the Open Session to order at 6:45 p.m.

President Hanley reported in Closed Session the Board upon the motion of Trustee Friedman, and seconded by Clerk Land, moved to approve one Special Education Settlement with a vote of 5 to 0.

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

Minutes:

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

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

Minutes:

The pledge of allegiance to the flag was led by President Hanley.

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

Minutes:

Trustee Griffin reported the Superintendent and he met with the Foster City Council Members and the City Manager of Foster City to discuss Adult Education and transportation issues.

Trustee Friedman encouraged the board to sign up for the October 28 Saturday morning meeting with the legislators.

Clerk Land reported on the fires in the North Bay and Napa County and the air quality in the Peninsula. He encouraged everyone to continue to think about everyone that has been affected by the fires.

Vice-President Dwyer - no comment

President Hanley - no comment

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

Minutes:  
none

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

Minutes:

The board upon the motion of Clerk Land, and seconded by Vice-President Dwyer, moved to approve the consent agenda pulling items J10, J12 and BP 1340-Access to District Records and AR 3580-District Records, with a vote of 5 to 0.

The board upon the motion of Vice-President Dwyer, and seconded by Trustee Friedman, moved approve J10-Award Contract for San Mateo High School Brick Building Tuck & point project with a vote of 5 to 0.

The board upon the motion of Trustee Griffin, and seconded by Vice-President Dwyer, moved to approve J12-Change Order for Measure O Capital Facilities Project with a vote of 5 to 0.

The board requested bringing back BP 1340-Access to District Records and AR 3580-District Records to the October 26, 2017 board agenda with suggestions to some of the wording on BP 1340 and AR 3580.

##### **J.1. Approval of the Resolution for the Week of the School Administrators**

##### **J.2. Approval of Student Transfers to the Adult School**

##### **J.3. Approve the September 14, 2017 and September 28, 2017 Board Meeting Minutes**

##### **J.4. Approve the Specific Board Policies May 2017 Updates - Part One**

##### **J.5. Acceptance of Quarterly Report on Williams Uniform Complaints**

##### **J.6. Approval of Field Trip for Burlingame High School to Participate in the Journalism Education Convention**

##### **J.7. Declaration of and Authorization to Donate Surplus Property**

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

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

##### **J.10. Approval to Award Contract for San Mateo High School Brick Building Tuck & Point Project**

**J.11. Approval to Award Contract for Hillsdale High School Planter Walls Waterproofing Project**

**J.12. Approval of Change Orders for Measure O Capital Facilities Project and District Deferred Maintenance Project**

**J.13. Approval to Advertise for Competitive Bids for Capital Facilities Projects**

**J.14. Approval to File Notice of Completion for Capital Facilities Projects**

**K. REGULAR REPORTS**

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

Minutes:

Superintendent Skelly reported next Friday he will be attending a housing event at the College of San Mateo. He recognized Principal Jeff Gilbert, as one of the recipients of the Stanford Graduate School of Education Alumni of the Year for his work as an innovative principal. He and Trustee Griffin met with the Foster City Council and Manager to discuss a classroom location for the Adult School and the bus transportation for students who participate in after school activities between San Mateo High School and Foster City. Dr. Skelly and Clerk Land attending the Capuchino PTO meeting.

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

Minutes:

none

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

Minutes:

none

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

Minutes:

none

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

Minutes:

Adult School Teachers Association representative reported they had a bake sale to help fundraise for the victims of Hurricane Harvey. They raised \$22,000. They will be planning another bake sale to raise funds for Puerto Rico, the earthquake victims in Mexico and for the fire victims in Northern California. Last Saturday the San Mateo Adult School and ACCEL of San Mateo County along with 70 other community resource organizations participated in the San Mateo Counties 5th Family Fund and Resource Expo.

**L. SPECIAL REPORTS AND APPEARANCES**

**L.1. Permanent Status Congratulations**

Minutes:

The District teachers who gained permanent or partial permanent status the first day of the Fall Semester of the 2017-2018 school year were congratulated by the Principals, School Board and Superintendent with a certificate and rose.

#### **L.2. San Mateo County Board of Education**

Minutes:

Rod Hsiao, Jim Cannon and Hector Camacho, Jr., Board Members from the San Mateo County Board of Education shared their roles as county board members and upcoming initiatives. Also, in attendance was Marc Chavez, San Mateo County Board of Education.

#### **L.3. Presentation and Recommendation to Adopt Energy Sustainability Policy and Budget**

Minutes:

The Board of Trustees approved the \$130,000 budget to support the Sustainability program and has approved bringing the Sustainability Policy back to the October 26, 2017 Board Agenda under consent.

**Motion Passed:** Adopt the attached sustainability policy and administrative regulations and the \$130,000 budget to support the program. 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

#### **L.4. Presentation of New Construction Update Photos**

Minutes:

Presentation of the new construction update was made by Katie McWellan, Project Director for Cahill Construction, and Linda Carlton, Director of Maintenance, Operations and Facilities.

#### **L.5. Report on the District's Certificated and Classified Staffing**

Minutes:

Kirk Black, Deputy Superintendent of Human Resources and Instructions, provided a summary of new hires' demographics and data regarding staff composition, turnover, leaves of absence, and staff growth.

### **M. CONSTRUCTION**

### **N. DIVISION OF HUMAN RESOURCES AND INSTRUCTIONAL SERVICES**

#### **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

Yes Peter Hanley  
Yes Greg Land

**O. DIVISION OF STUDENT SERVICES**

**P. DIVISION OF BUSINESS SERVICES**

**Q. BOARD OPERATIONS**

**Q.1. Approval to Increase the Board of Trustees Stipend**

**Motion Passed:** Approve increase of Board of Trustee's Stipend by 5 percent, retroactive from 7/1/17. Passed with a motion by Robert Griffin and a second by Marc Friedman.

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

**Q.2. Approval To Move the December 14, 2017 Board Meeting to either December 12 or 13, 2017 and Move the March 22, 2018 Board Meeting**

Minutes:

The board approved moving the December 14 ,2017 board meeting to December 13, 2017 and the March 22, 2018 board meeting to March 29, 2018.

**Q.3. Review and Discuss the Specific Board Policies May 2017 Updates - Part Two**

Minutes:

The board approved moving the Specific Board Policies May 2017 Updates to the consent agenda pulling BP 6145-Extracurricular and Co-Curricular Activities and bringing this policy back on the October 26, 2017 board agenda for review.

**Q.4. Review and Discuss the Specific Board Policies - BP 1340 - Access to District Records and AR 3580 - District Records**

**R. REQUESTED BOARD ITEM**

**S. ADJOURNMENT**

Minutes:

There being no further business the meeting was adjourned at 9:37 p.m.

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Board President

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Board Clerk