

# San Mateo Union High School District Minutes

## Regular Meeting

August 23, 2018 7:00 PM  
San Mateo Adult School

789 East Poplar

San Mateo, CA 94401

CLOSED SESSION - 6:00 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 6:00 p.m.

#### **B. ROLL CALL**

##### Minutes:

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

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

##### Minutes:

no comments

#### **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

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

D.3. [ ] Conference with Legal Counsel-Existing Litigation;-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-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 7:05 p.m.

President Dwyer report there was no action taken in 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. No student board member was in attendance.

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

Minutes:

The pledge of allegiance to the flag was led by student Megan Chun.

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

Minutes:

Public Comment-Superintendent Skelly acknowledge the receiving paper work from Fred Bauer.

Trustee Hanley reported he is pleased to be able to serve on the board for the next four years. He reported there are two area's that he will be focusing on over the next four year's 1)improving the outcomes of the subgroups and overall academic performance of the district and 2)increasing the relationships with the college district and making college classes more available.

Trustee Griffin reported he visited Hillsdale and Aragon to find out what is going on at the school and get the lay of the land.

Clerk Friedman-no report

Vice-President Land reported he wished he could have had the opportunity to visit the 7 schools on the first day with Dr. Skelly and President Dwyer. He thanked the principals and staff for a great start to the school year.

President Dwyer reported she had a wonderful opportunity to tour all 7 schools with Dr. Skelly and Assistant Superintendent Kempkey. She observed the campuses were amazingly clean and the students were so excited.

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

Minutes:  
none

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

Minutes:  
The board upon the motion of Clerk Friedman, and seconded by Trustee Griffin, moved to approve the consent agenda minus J8 Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders with a vote of 5 to 0.

The board upon the motion of Trustee Hanley, and seconded by Vice-President Land, to approve J8 Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders with a vote of 5 to 0.

**J.1. Approve the Specific Administrative Regulation - AR 4030 - Nondiscrimination in Employment and Employment Discrimination Complaint Procedure and AR 4031 - Complaints Concerning Discrimination in Employment**

**J.2. Approve the Specific Board Policies - December 2017 Updates - Part Two**

**J.3. Approve the Specific Board Policies - March 2018 Updates - Part One**

**J.4. Approve the Specific Board Policy - BP 1312.3 - Uniform Complaint Procedures**

**J.5. Approve the Specific Board Policy and Regulation - BP/AR 1312.1 - Complaints Concerning District Employees**

**J.6. Declaration of and Authorization to Dispose of Surplus Property**

**J.7. Approval of Agreement for Legal Services with Lozano Smith Attorneys at Law**

**J.8. Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders**

**J.9. Authorization for Deputy Superintendent or Designee to Award the Contract for the Burlingame High School Pool Electrical Project #0210-1 prior to the September 13th Board Meeting to maintain schedule.**

**J.10. Approval of Change Orders for District Capital and Redevelopment Projects**

**J.11. Approval to Advertise for Competitive Bids for Measure O Projects**

**J.12. Approval to File the California Environmental Quality Act (CEQA) Notice of Exemption for the 839 Hinckley Tenant Improvements (Maintenance & Operations) Project #0061**

**J.13. Acceptance of Gifts to the District**

**K. REGULAR REPORTS**

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

Minutes:

Superintendent Skelly reported the school year is off to a good start. As he, President Dwyer and Assistant Superintendent Kempkey, toured the schools, Dr. Skelly reported there was an energy on the campuses with the new teachers and the veteran teachers challenging each other with new ideas. He reported on the three board members who are reelected for the next four years and he also reported the district will be looking at the financing for proms and field trips for students and this information will be reported back to the board. He mentioned that Mills High School is offering the Introduction to Health Career class for 3 hours once a week on Monday. There are about 30 students enrolled in the class. On September 6 at 6 p.m. will be the ribbon cutting for Capuchino for the new science building.

**K.1.1. First Day of School Report from Principals**

Minutes:

Principals and students from each of their schools reported on their first day of school.

Director of Special Education, Carolyn Schwartzbord and Assistant Director of Special Education, John Bartfield, reported on their first day of school for Special Education.

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

none

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

Minutes:

District Teachers' Association Representative reported on the first day of school as running smoothly for his colleagues. He recognized the teachers, classified staff and maintenance for all their hard work in preparing the classrooms and buildings for the start of school. The SMUHSDTA legislative council will be voting on the Tentative Agreement, hopefully, prior to the first week of September. He reported on the District first goal and his concern on the goal that states "increasing achievement and reducing D's and F rates those achievements and measures" this can't happen without support and facilitating support for teaching and learning in the district. He addressed the homework policy and he wants to be sure the goal is sincere about monitoring community input and considering

modifications based on best practices and what really works for students. He also mentioned the Janus World.

**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. Approve the 2018-2019 Annual District Goals**

Minutes:  
Superintendent Skelly reviewed the revised 2018-2019 District Goals with the board. The board gave the Superintendent additional changes the 2018-2019 Annual District Goals and the goals be brought back and placed under the consent agenda on the September 13 board agenda.

**L.2. Instructional Technology Update (CANVAS)**

Minutes:  
Director of Curriculum and Assessment, Brian Simmons and Instructional Technology Coordinator, Dominic Bigue, updated the board on the various technology initiatives that are underway this school year as the District implements a new Learning Management System (Canvas) and rolls out over three thousand mobile devices for student use in classrooms across all of the school sites.

**M. CONSTRUCTION**

**N. DIVISION OF HUMAN RESOURCES**

**N.1. Review, Discuss and Approve the New Position and Job Description - Swim Lifeguard**

**Motion Passed:** Review, discuss and approve the new position and job description of Swim Lifeguard, 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.2. 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 Marc Friedman.

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

**N.3. Review, Discuss and Approve the Revised Job Description and  
Reclassification of the Benefits Coordinator Position**

**Motion Passed:** Review, discuss and approve the revised job description and reclassification for the Benefits Coordinator position, 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

**O. INSTRUCTIONAL SERVICES**

**P. DIVISION OF STUDENT SERVICES**

**Q. DIVISION OF BUSINESS SERVICES**

**R. BOARD OPERATIONS**

**R.1. Review, Discuss and Approve the Specific Board By-Law - E9270 -  
Resolution Adopting a Conflict of Interest Code**

**Motion Passed:** Review, discuss and approve the specific board by-law - E9270 - Resolution Adopting a Conflict of Interest Code, as contained in the attachment. Passed with a motion by Peter Hanley and a second by Robert Griffin.

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

**R.2. Approval of the Conflict of Interest Code Biennial Review Notice**

**Motion Passed:** The Board of Trustees to confirm the conflict of interest code biennially to determine if it is accurate or, alternatively, if it must be amended. The following amendments are necessary: revise the titles of existing positions and delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions. Passed with a motion by Peter Hanley and a second by Robert Griffin.

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

**R.3. Review and Discuss the Specific Board Policies - March 2018  
Updates - Part Two**

**R.4. Review and Discuss of the Specific Board Policies - December  
2017 Updates - Part Three**

S. REQUESTED BOARD ITEM

T. ADJOURNMENT

Minutes:

There being no further business the meeting was adjourned at 9:18 p.m.

[Redacted Signature]

Board President

[Redacted Signature]

Board Clerk

[Redacted Signature]