

## MEETING MINUTES

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“The San Mateo – Foster City School District educates, inspires, and empowers every student in every school every day to live, lead, and learn with integrity and joy.” ~Vision Statement~

**1. CALL TO ORDER: 5:30 P.M.**

**2. CONVENE TO REGULAR MEETING**

The Board meeting began at 5:34 pm.

A. Flag Salute

Trustee Proctor led the flag salute.

B. Roll Call

The following board members were present:

LaTisa Brooks  
Gene Kim  
Alison Proctor  
Maggie Trinh  
Shara Watkins

C. Approval of Agenda: February 22, 2024

The board requested to pull item 6. E and move it to the March Board meeting.

It passed unanimously.

D. Approval of Minutes: January 25, 2024

**Motion Passed:** Passed with a motion by Trustee Kim and a second by Trustee Trinh.

Yes LaTisa Brooks  
Yes Gene Kim  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

**3. STATEMENTS**

A. Public Statements Related to Non-agenda Topics:

Mary Lynagh, a 2nd-grade teacher from Audubon Elementary School, asked the District for support for families that are affected by the genocide of Palestine.

Jacobo Samayoa, Brian Donaldson, Jesus Talavera, Akbar Jones, Luis Araiza, Luis Del Aguila, Carlos Palacios, San Mateo - Foster City School District custodians asked for help and openly accused Mark Herrera, Director of Facilities, M&O, Transportation, of humiliation, insults, and bad behavior. Indicated that since Mark Herrera joined the management team, the environment has been so hostile that many employees have ended up in the hospital due to stress.

Cindy Buenavista, a teacher and parent at Baywood Elementary School, requested intervention for underperforming students in language arts and math.

Pearce Ekle, Bowditch Middle School teacher, expressed that teachers need to be included and students need teachers' voices to be heard.

Nicole Chou, TK teacher at Audubon Elementary School, spoke about safety for teachers and asked for support.

Michael Sefanov, a District parent, urged the Board not to consider the statement on Gaza.

Sola Grantham coordinated a group called CAPP (Campus Arts Plants & People) and requested campus green containers and support for schools to go green.

B. Public Statements Related to Agenda Items: Persons will be called on at the appropriate time

C. Foundation / Committee / PTA Council Reports

Trustee Trinh indicated that she attended a SEDAC meeting, which was very informative, and where they viewed a presentation about the basics of IEPs. Trustee Trinh encouraged anyone interested to stay involved.

Trustee Kim thanked Dr. Ryan Haven for his presentation at the DELAC meeting and indicated that it was very interesting to hear about school truancy rates.

D. SMETA / CSEA / SMFCAA Updates

Alicia Aragon, CSEA President, spoke about classified layoffs and indicated that she supports the custodians who have been the victims of Mark Herrera.

Amanda Goll, Foster City School Principal, and the Student Leadership Program (Anyia, Sofia, and Dylan) spoke about a new program called Gatewalkman to help students get to school.

Nelson Hunter, Laurel Elementary Principal, spoke about Laurel's successes and the many programs they have at the school, which include teacher collaboration, arts program, lego lab, PE, music, student council, and community events.

Katherine Pratt, SMETA President, indicated that SMETA stands with the district's custodians, expressing that they value and respect them. Also, Mrs. Pratt thanked the

Board for pulling item 6.E from the agenda. Additionally, in March, SMETA will partner with the Samaritan House for a hygiene drive.

F. Superintendent Report

Superintendent Ochoa indicated his remarks about the three beautiful North Shoreview, Parkside, and Bayside Academy visits. He was honored to visit classrooms and see innovative work happening. He thanked the school leaders for facilitating those visits and looks forward to the next visits. Superintendent Ochoa also thanked all of the district staff for seeing so much care and support being provided to our students across the district. Thanked the Facilities, Construction and Maintenance Departments, as they could attend groundbreaking ceremonies at Meadow Heights, Parkside, and Bowditch.

4. **PROPOSED CONSENT AGENDA (v)**

Items 4A16, 4B3, 4B4, and 4B5 were pulled from the consent agenda.

**Motion Passed:** Passed with a motion by Trustee Watkins and a second by Trustee Brooks.

Yes	LaTisa Brooks
Yes	Gene Kim
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

A. BUSINESS/FINANCE

1. Approval of Qty 150 MacAirs For Certificated Staff
2. Approval Of The T-Mobile Hotspot Service For The Period of June 2023 to March 2024
3. Ratify Contract to Kory Gilbert Inspections for the Meadow Heights New Multipurpose Building Project
4. Ratify Contract to Krazan & Associates, Inc. for Special Inspections for the Districtwide Solar Project
5. Ratify Contract to KG Inspection for Inspector of Record Services for the Parkside Montessori School New Multipurpose Building Project
6. Approve The Peninsula Branch of the YMCA of San Francisco MOU for the Summer of 2024
7. Approval of Request For Proposal For E-Rate Category 2 Purchases
8. Ratify Purchase Order Report for Contracts, Consultants, and Services of \$45,000 or Less
9. Approval of District Expenditure Report

10. Ratify Amendment No. 3 to LPA Architects for Highlands Elementary New Multipurpose Building Project
11. Ratify Contract to TSE Construction for Casework at Turnbull Childcare Center
12. Ratify Contract to Cleary Consultants, Inc. for Soils Testing for the Bus Parking at Bayside Academy
13. Acceptance of Gifts Presented to the Schools and Sites
14. Approval of Disposal of Equipment
15. Approval of the 2022-2023 Audited Financial Statement
16. Approval of Withdrawal of Lead and Member of the Super Co-Op - Resolution No. 11/23-24

Trustee Kim addressed some clerical issues on the resolution that must be corrected.

**Motion Passed:** Passed with a motion by Trustee Kim and a second by Trustee Watkins.

Yes LaTisa Brooks  
Yes Gene Kim  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

**B. HUMAN RESOURCES**

1. Approval of the San Mateo-Foster City School District and the California School Association (CSEA), Chapter 411 MOU Agreement of the 10-month Classified Work Schedule for the 2024-2025, 2025-2026, and 2026-2027 school years.
2. Approval of Personnel Report: New Hires and Assignment Changes
3. Approval of District Calendars for 2024-2025, 2025-2026 and 2026-2027

**Clarifying Questions from the Board:**

Trustee Trinh asked for clarification on which groups are involved and what is the process to come up with the calendars.

Trustee Kim indicated receiving many comments about coordinating the calendar with the High School District.

**Public Comments:**

Amy and Maria, District parents, indicated that many families are proposing to reconsider a longer winter break.

**Board Comments:**

Trustee Watkins expressed that she appreciates the hard work in preparing the calendar.

Trustee Proctor indicated that she is grateful that we have three years and that extending a longer break is not a priority.

Trustee Trinh indicated that it is impossible to make the calendar work for everyone and added that she is thankful to the people who worked on this.

Trustee Brooks thanked the people involved in getting the calendar ready.

Trustee Kim thanked everyone who was involved in this process for a multi-year calendar.

**Motion Passed:** Passed with a motion by Trustee Watkins and a second by Trustee Trinh.

Yes LaTisa Brooks  
Yes Gene Kim  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

4. Approval of Personnel Report: Resignations, Releases, and/or Retirements

**Clarifying Questions from the Board:**

None

**Public Comments:**

Pearce Ekel, Bowditch Middle School Teacher, spoke about the difference in the number of releases and retirements through the years in the district.

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Trinh and a second by Trustee Brooks.

Yes LaTisa Brooks  
Yes Gene Kim  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

5. Approval of New Administrator Job Descriptions

**Clarifying questions from the board:**

Trustee Watkins inquired about the process of how these positions were identified.

Diana Tavares indicated that it is routine practice for many districts to build job descriptions within any classification, which creates more flexibility in assigning staff properly.

Superintendent Ochoa indicated that he will present position elimination, position reconfiguration, and new positions where appropriate.

**Public Comments:**

Kathy Pratt, SMETA President, indicated that there was a lack of transparency by adding a new job description attachment to an item on the agenda at the last minute. Mrs. Pratt expressed that this shows that shared decision-making is not a value of the San Mateo - Foster City School District.

**Board Comments:**

Trustee Watkins requested an overarching administrative staffing update that is aligned with the strategic plan. Also inquired about which roles are going away and which ones are coming.

Trustee Proctor indicated that since we only meet once a month, items should be added to the agenda beforehand. Agrees with pulling just one item or moving the entire item to the next meeting.

Trustee Brooks expressed that she would like to have more information about these positions before they are filled, especially because they will have some financial impact.

Item 4B5 was postponed to the next board meeting.

**Motion Passed:** Passed with a motion by Trustee Brooks Watkins and a second by Trustee Watkins.

Yes	LaTisa Brooks
Yes	Gene Kim
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

6. Approval of Variable Term Waiver for 2023-24 for IA

C. EDUCATION SERVICES

1. Approve Sierra Outdoor Education Program

D. STUDENT SERVICES

1. Approval 2023-2024 NPA Contract Summary

2. Approval 2023-2024 NPS Contract Summary

3. Comprehensive School Safety Plans: Non-Tactical Portion
4. Approval of Child Care Contract Through CSPP - 2024-2025

E. SUPERINTENDENT SERVICES / BOARD

1. APPROVAL OF SMFC ELOP GRANT PLAN

**5. EDUCATION SERVICES**

- A. Review and discussion of the Mid-Year Monitoring Report for the 2023-24 LCAP

David Chambliss, Assistant Superintendent for Educational Services, reported that the California Education Code calls for districts to seek input and develop an accountability plan for increasing student achievement each year, which reflects district goals. That plan is called the Local Control Accountability Plan (LCAP).

The California Ed Code also requires that school district staff present a report on the annual update to the Local Control Accountability Plan and the Local Control Funding Formula budget overview for parents on or before February 28. Mr. Chambliss indicated that the report included all available mid-year outcome data related to metrics identified in the current year's Local Control Accountability Plan and all available mid-year expenditure and implementation data on all actions identified in the current year's Local Control Accountability Plan.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

Trustee Proctor thanked David Chambliss for the information.

- B. Report on Middle School ELA Instructional Materials Adoption Progress

Kenyetta Cook, Middle School Director of Curriculum and Instruction, informed us that the district began the process of reviewing the middle school English language arts (ELA) curriculum in the fall of 2022. The Middle School ELA Materials Committee comprised 5-6 teacher representatives from each middle school. The Committee reviewed the materials and piloted lessons from AmplifyELA by Amplify Education Inc. and myPerspectives®English Language Arts by SAAVAS Learning Company LLC.

The Committee met several times, beginning in the fall of 2022 and continuing through January 2024. The Committee recommends adopting myPerspectives® English Language Arts by SAAVAS Learning Company LLC (c) 2025. myPerspectives®English Language Arts will be displayed at the District Office for parents and community viewing. Training on the new curriculum for middle school ELA teachers will be provided if approved for adoption.

Gail Skoolie, Rebecca Codianne, and Loralie Baum shared the teachers' perspectives on some of the program elements. They indicated that it is clearly a research-based comprehensive literacy curriculum that is aligned to the CA ELA and ELD standards; it is an online curriculum with digital and print materials and supports culturally relevant learning and diversity in race, gender, and ethnicity. The support of the ELD and how much it helps teachers to help our multilingual students.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

All the Board members expressed their appreciation and thanked the teachers for piloting this curriculum. They indicated that it is a lot of work to take new materials and work with them. It is great to hear that the new curriculum will help our students. The ability to see themselves in the stories and the work they are reading makes a tremendous impact.

C. Review and discussion of District Interim Assessment Data, Winter 2024

David Chambliss, Assistant Superintendent for Educational Services, indicated that three times a year, students in grades K-8 take interim literacy and math assessments. In January and February, students take their second mid-year round of interim assessments: K-2 PAF foundational literacy assessments; 3-8 Reading Inventory literacy assessment; and K-8 Math Common Formative Assessment. These assessments provide information to teachers for small group learning assignments, classroom support, and after-school intervention, and they provide information for leadership to monitor critical actions in the Strategic Plan. Staff presented information on student performance on these mid-year district interim assessments.

**Clarifying Questions from the Board:**

Trustee Trinh inquired about the data for the nearly met and not met categories to see if these categories are shrinking. It would help us understand at a more granular level.

Trustee Kim inquired about clarification on how the data represents the raw number of students for the socioeconomically disadvantaged category, which had an improvement of 300 students but didn't move the percentage.

**Public Comments:**

None

**Board Comments:**

All Board of Trustees thanked Mr. Chambliss for the presentation and asked if they could have the analysis and the planning together. Also, they would like to see analysis



at the site level and additional opportunities for collaboration with data analysis and planning. They pointed out how Superintendent Ochoa is really good at pulling out data and inquired about having a study session to discuss how the data is pulled from different platforms.

## 6. HUMAN RESOURCES

- A. Hold Public Hearing on San Mateo Elementary Teachers Association (SMETA) Initial Proposal for Contract Reopener 2024-2025 Negotiations with San Mateo-Foster City School District (SMFCSD)

Trustee Proctor opened the public hearing at 8:41 pm.

### **Public Comments:**

None

Trustee Proctor closed the public hearing at 8:42 pm.

- B. Approval of San Mateo Elementary Teachers Association (SMETA) Initial Proposal for the Contract Reopeners 2024-2025 Negotiations with San Mateo-Foster City School District (SMFCSD) (V)

Diana Tavares, Assistant Superintendent for Human Resources, indicated that the administration respectfully requested the Board's approval of the Proposal.

### **Clarifying Questions from the Board:**

None

### **Public Comments:**

None

### **Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Trinh and a second by Trustee Brooks.

Yes	LaTisa Brooks
Yes	Gene Kim
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

- C. Hold Public Hearing on San Mateo-Foster City School District (SMFCSD) Initial Proposal for Contract Reopener 2024-2025 Negotiations with San Mateo Elementary Teachers Association (SMETA)

Trustee Proctor opened the public hearing at 8:44 pm.

**Public Comments:**

None

Trustee Proctor closed the public hearing at 8:45 pm.

- D. Approval of San Mateo-Foster City School District (SMFCSD) Initial Proposal for 2024-25 Contract Reopener Negotiations with the San Mateo Elementary Teachers Association (SMETA) (V)

Diana Tavares, Assistant Superintendent for Human Resources, indicated that the administration respectfully requested the Board's approval of the Proposal.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

Board Comments:

None

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Kim.

Yes	LaTisa Brooks
Yes	Gene Kim
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

- E. Approval of Employment Contracts for Multiple Administrators (V)

This item was moved to the March 28, 2024 Board meeting.

- F. Approval of Resolution for Reduction of Classified Services for 2024-2025 (V)

Diana Tavares, Assistant Superintendent for Human Resources, indicated that the administration brings the approval for the reduction in staff as stated in the agenda item

**Clarifying Questions from the Board:**

Trustee Trinh inquired if the positions that are being eliminated are positions that the PTA funds and if the budget has not been approved yet.

Diana Tavares indicated that the funding source is similar to last year's, and not all of them have completed their budget yet.

Trustee Kim inquired about whether the total figure in the resolution is a direct sum of the figures above it or if there is some other multiplier regarding the full-time positions.

Diana Tavares explained that the amount has changed over time and that it was a lot larger than it was, and yes, it is a direct sum.

**Public Comments:**

None

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Watkins and a second by Trustee Trinh.

Yes	LaTisa Brooks
Yes	Gene Kim
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

**7. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Trustee Proctor thanked and acknowledged SMETA and CSEA for being present, speaking out, and bringing the matters that need to be addressed to our attention. Thanked the custodians for their work. Also indicated that she wants to open the lines of communication with both unions with direct communication from the board to both unions and form some committees.

Trustee Trinh thanked everyone who showed up to the meeting and appreciated that. Also wanted to address a couple of people who made statements about not being believed and wanted to address that it often is not necessarily believed, but sometimes the evidence is not in one way or another. It might be in the middle of the assessment by the person doing the investigation and is confident that the Human Resources department will take complaints seriously.

Trustee Books thanked everyone who attended the meeting today and shared their experiences. She also thanked the custodians who take pride in their jobs and care for the schools when we visit and said that one of the most notable things we see when we arrive at the school is how clear and well-kept the properties are. Trustee Brooks also thanked the Human Resources Department, which ensures that our staff are treated fairly and respectfully.

Trustees Kim echoed his fellow trustees and thanked everyone who attended our meeting and shared their issues advocating for themselves, seeing the level of passion and engagement. Thanked the Meadow Heights, Parkside, and Bowditch teams for hosting several trustees for groundbreaking throughout the month. Also thanked the North Shoreview, Parkside, and Bayside teams for hosting the school visits and having the opportunity to see the classroom. Trustee Kim also thanked the City of Foster City, inviting several trustees to this week's levy opening.

Trustee Watkins thanked everyone for being present tonight and for sharing their perspectives. Inquired about having an agenda item about nutrition and food services.

**8. FUTURE MEETING DATES**

Study Sessions:

- March 14, 2024 - Early Literacy
- April 11, 2024 - Multilingual Master Plan

Regular Board Meeting:

- March 28, 2024
- April 25, 2024

**9. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**10. RECESS TO CLOSED SESSION**

- A. Approval of Existing Litigation (Gov. Code §54956.9(1)(d)) – Case #2023100826
- B. Approval of Non-Reelection of Probationary Certificated Employee (V) Closed Session
- C. Approval of Administrator Reassignment Resolution No. 09/23-24 (V)
- D. Approval of Administrator Release Resolution No. 08/23-24 Closed Session
- E. Public Employee Discipline/Dismissal/Release pursuant to Government Code 54957

**11. RECONVENE TO OPEN SESSION**

- A. Report of Closed Session

By a vote of 5 to 0 of all trustees present, one probationary certificated employee was not-re-elected as a certificated employee effective June 30, 2024.

By a vote of 5 to 0 of all trustees present, one probationary certificated administrator was not-re-elected as a certificated administrator effective June 30, 2024.

By a vote of 5 to 0 of all trustees present, six certificated administrators were released from their administrative positions effective June 30, 2024.

By a vote of 5 to 0 of all trustees present, six certificated administrators were reassigned to certificated positions effective July 1, 2024.

Conference with Legal Counsel - Exiting Litigation (Gov. Code §54956.9(1)(d)), one case - student v. San Mateo - Foster City School District, Office of Administrative Hearings Case No. 2023100826.

Item number 10.A.: A majority of the board voted 5 to 0 to approve a compromise agreement in Office of Administrative Hearings Case No. 2023100826 to resolve claims raised against the District in exchange for \$70,000.00 in funding for a student's educational expenses incurred during the 2021-2022 school year, Extended School Year 2022, and the 2022-2023 school year, through October 2022.

## 12. ADJOURNMENT

### A. Adjournment (v)

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Kim.

Yes LaTisa Brooks

Yes Gene Kim

Yes Alison Proctor

Yes Maggie Trinh

Yes Shara Watkins

The regular Board Meeting adjourned at 10.32 pm.