



**Wednesday, December 11, 2024
Board of Trustees Regular Meeting - 7:00pm**

EDUCATING EVERY CHILD FOR SUCCESS

**REDWOOD CITY SCHOOL DISTRICT
750 Bradford Street
Redwood City, CA 94063**

For anyone who would like to access the Regular Board Meeting virtually, please join the RCSD School Board using the Zoom link below:

**TELECONFERENCE MEETING
<https://rcsdk8-net.zoom.us/j/83735727354>**

Phone one-tap: US: +16694449171,,83735727354# or +16699006833,,83735727354#

Dial: US : +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 436 2866 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 837 3572 7354

If you are joining the meeting via Zoom and require Spanish interpretation please call: 978-990-5137 and press 8377041# for the password.

Si se une a la reunión a través de Zoom y necesita interpretación al español, llame por teléfono al: 978-990-5137 y presione 8377041# para la contraseña.

MESSAGE FOR VIRTUAL ATTENDEES

The Board invites the public to join the open session portion of the meeting and offer public comment via Zoom. Additionally, the meeting will be recorded and staff will be available to receive real-time comments via the links below. Comments received during the open session of the meeting will be shared publicly during the meeting:

**ENGLISH
<https://forms.gle/YnTHsp587JHw6TFo6>**

**SPANISH
<https://forms.gle/KCWMV3JTxxkwU89x9>**

If you are joining the meeting in person and require Spanish interpretation, please request a transmitter located in the back of the room.

Si asiste a la reunión en persona y necesita interpretación al español, solicite un transmisor situado al fondo de la sala.

The virtual meeting will be recorded and the video will be posted within 24 hours after the conclusion of the meeting.

If you need special assistance or a modification due to a disability (including auxiliary aids or services) to participate in this meeting, please contact Evelyn Campos at ecampos@rcsdk8.net at

least 48 hours in advance of the meeting and we will make our best efforts to accommodate.

MESSAGE FOR IN-PERSON ATTENDEES

TRANSLATIONS: Spanish translation of the meeting shall be provided to anyone who so desires. Please advise the secretary seated next to the Superintendent at the dais.

SPEAKING AT BOARD MEETINGS: The public is encouraged to speak to the Board on issues of concern whether or not the issue(s) is/are on the agenda. To address the Board, please complete a Speakers Card (available at the entrance) and give it to the secretary. If you wish to speak to the Board on a subject listed on the Agenda, you will be called to the podium at the time that item is being considered by the Board. If the item is not on the agenda, you will be called to the podium during Oral Communication. Public comments are limited to 3 minutes per person per topic unless otherwise noted.

CHANGES OR ADDITIONS TO THE AGENDA: Consent Items are voted on simultaneously with one motion and are not debated or discussed by the Board. The action indicated on each item is deemed to have been considered in full and action will be taken as worded in the item. If a Board Member or the Superintendent so requests, any item can be moved in order or removed entirely from the Agenda. If you want to discuss an item, please let us know with a Speakers Card before we change the Agenda, so we can keep it out of Consent Items.

ELECTRONIC DEVICES: Please turn the sound off on all cell phones, pagers and other electronic devices, to avoid disrupting these proceedings.

ONLINE BOARD PACKETS: As of March 2011 we no longer produce printed board packets. Any member of the public may access board documents at:

<https://go.boarddocs.com/ca/redwood/Board.nsf/Public>. If you would like to follow along during the meeting and you are inside the board room, you may utilize our Wi-Fi network: rcsdguest (no password required).

1. Call to Order - 1 min

Subject	1.1 Roll Call
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	1. Call to Order - 1 min
Access	Public
Type	Procedural

2. Welcome - 1 min

Subject	2.1 Welcome by the School Board President, Janet Lawson
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	2. Welcome - 1 min
Access	Public
Type	Procedural

3. Changes to the Agenda - 1 min

Subject	3.1 Additions, Deletions, or Modifications to the Agenda
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category 3. Changes to the Agenda - 1 min
Access Public
Type Discussion

4. Approval of Agenda - 1 min

Subject 4.1 Approval of Agenda
Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category 4. Approval of Agenda - 1 min
Access Public
Type Action
Recommended Action Motion to approve the agenda as submitted or amended.

5. Oral Communication

Subject 5.1 If you have public comment related to a Regular Board Meeting item, please post it on the links available under Public Content prior to the Regular Board Meeting or immediately upon the meeting opening.
Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category 5. Oral Communication
Access Public
Type Information

Public Comment Links:

English:
<https://forms.gle/YnTHsp587JHw6TFo6>

Spanish:
<https://forms.gle/KCWMMV3JTxxkwU89x9>

6. Bond Program Discussion Item(s) - 30 min

Subject 6.1 Update on the Facilities Master Planning Process
Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category 6. Bond Program Discussion Item(s) - 30 min
Access Public
Type Discussion

Rationale: The Redwood City School District is developing a comprehensive Facilities Master Plan (FMP) to guide future infrastructure improvements and ensure that our schools continue to meet our students' educational needs. This process is critical to aligning our facilities with our long-term educational goals and the evolving needs of our community.

The Board will receive an update on the ongoing Facilities Master Planning process, including key milestones, progress to date, and next steps.

The Facilities Master Planning process is designed to assess the current state of our facilities, engage the community and stakeholders, identify future needs, and create a strategic plan for their long-term development and improvement.

Discussion Points:

1. Process Overview:
2. Work Completed since the last update
3. Highest Priority Items so far
4. Overview of process at selected schools
5. Upcoming meetings and community engagement

Financial Impact: None.

Submission for Approval

Prepared by: Ben Kerr, VPCS; Martin Cervantes, Interim Bond Director

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[RSD FMP Board Update 2024.12.11 Final.pdf \(45,785 KB\)](#)

7. School/Community Reports - 30 min

Subject	7.1 Roosevelt Elementary School Presentation for the 2024-2025 School Year
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	7. School/Community Reports - 30 min
Access	Public
Type	Information
Goals	<ul style="list-style-type: none">2. Support all students in meeting and excelling in district benchmarks.3. Reduce the number of long term English learners.1. Ensure all students are reading at or above grade level by the end of second grade.

Rationale: Roosevelt Elementary will present school data focusing on the alignment of site-level performance with the goals set out in the Local Control and Accountability Plan(LCAP) that align with the SPSA goals. The presentation will identify areas of success as well as address challenges. Roosevelt will take site-specific actions to support district and site priorities that align with district initiatives.

1. Attendance and Suspension
2. English Learners
3. Academic areas of English Language Arts and Mathematics

Financial Impact: None at this moment

Submission for Approval

Prepared by: Anna Herrera, Superintendent, Ed. Services

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Roosevelt 24-25 Board presentation.pdf \(482 KB\)](#)

8. Consent Items - 1 min

Subject

8.1 Approval of Consent Items

Meeting

Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category

8. Consent Items - 1 min

Access

Public

Type

Action

Recommended
Action

Motion to approve the Consent Items 8.2 through 8.18.

Subject

8.2 Approval of the November 20 Board Meeting Minutes

Meeting

Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category

8. Consent Items - 1 min

Access

Public

Type

Action (Consent)

Recommended
Action

It is the Administration's recommendation that the School Board approve the November 20 Minutes for the Regular Board meeting, as submitted.

Rationale: The board minutes have been reviewed by the Clerk, the Superintendent, and Administration.

Financial Impact: None.

Submission for Approval

Prepared by: Evelyn Campos, Administrative Assistant to the Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[2024.11.20 Minutes DRAFT - Regular.pdf \(58 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone

Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board approve the second amendment to the agreement between the Redwood City School District and One Life Counseling for the 2024-25 school year.

Rationale: One Life Counseling Center partners with RCSD to place therapists in schools to provide mental health services. This second amendment will decrease Taft's contribution by (-\$12,250), increase Garfield's contribution (\$14,250), and increase the Substitute's cost at Roosevelt (\$2,100) for an additional amount not to exceed \$4,100.

The previous contract amendment was approved on October 9, 2024, for the total amount of \$745,733. The increased amount for this amendment is \$4,100 which would bring the amended total to \$749,833 upon the school board's approval on December 11, 2024.

Financial Impact: The financial impact will be \$14,250 from Garfield's RCEF donations and \$2,100 from the general fund.

Submission for Approval
 Prepared by: Patrinia Redd, Director of Health and Wellness
 Approved by: John R. Baker, Ed.D., Superintendent

File Attachments
[One Life Second Amendment 24_25.pdf \(84 KB\)](#)
[First Amendment PO 250646.pdf \(339 KB\)](#)
[One Life Contract \(1\).pdf \(2,566 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject	8.5 Approval of 2024-2025 Certificated Seniority Report
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board approve and adopt the Certificated Seniority Report for the 2024-2025 school year. All Certificated employees have been ranked based on the employee's first date of paid service in probationary status with a non-emergency credential.

Rationale: The Certificated Seniority Report lists all certificated probationary and tenured staff in order of date of seniority. Temporary teachers are not listed on the Seniority Report.

Financial Impact: None.

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[2024-2025 Certificated Seniority Report.pdf \(193 KB\)](#)

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Subject	8.6 Approval of 2024-2025 Classified Seniority Reports
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board approve and adopt the Classified Seniority Reports for the 2024-2025 school year.

Rationale: The Classified Seniority Reports list all classified probationary and permanent staff in order of date of seniority for each classification.

Financial Impact: None

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[CSEA SENIORITY 2024-2025 12.2.2024.pdf \(191 KB\)](#)

[CLASSIFIED MANAGEMENT SENIORITY REPORT 2024-2025 12.2.2024.pdf \(48 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject	8.7 Approval of the Student Instructional Calendar for the 2025-2026 School Year
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board approve the student instructional calendar for the 2025-2026 school year.

Rationale: The 2025-2026 final draft instructional calendar was reviewed with The Redwood City Teachers Association (RCTA) and the California School Employees Association (CSEA). Per the CSEA contract Article 5.7.1, CSEA provided the District with the dates of their two in-lieu holidays for 2025-2026.

The Winter Break, February Break, and Spring Break and professional development days closely align with the Sequoia Union High School District's Board-approved calendar for 2025-26.

The District will negotiate the final work calendars of CSEA members once the Board approves the Instructional Calendar for the 2025-2026 school year.

Financial Impact: None.

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[2025-2026 TK-8 Instructional Calendar \(Draft 11.18.24\).pdf \(74 KB\)](#)

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Subject	8.8 Award of Bid to Supply Par Baked Pizza Products
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board award Bid #PPP-2024 for Par Baked Pizza Products to Healthy Kids Pizza for the 2024-2025 school year.

Rationale: Redwood City School District's Child Nutrition Services Department (RCSD CNS) solicited Request for Proposals (RFP) #PPP-2024 for Par Baked Pizza Products for the 2024-2025 school year, following the federal competitive bid procedures. This RFP was publicized for 20 days. Upon Board approval, the contract will be between the Redwood City School District and Healthy Kids Pizza. Healthy Kids Pizza will provide par-baked pizza products throughout the district, including all 12 school sites with kitchens & cafes and any other location where CNS services are required or utilized.

Recommended
Action

It is the Administration's recommendation that the School Board read and approve Board Policy 4161: Leaves.

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Policy 4161 Leaves.docx \(1\).pdf \(40 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject **8.12 Second Reading and Approval of Board Policy 4261: Leaves**

Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category 8. Consent Items - 1 min

Access Public

Type Action (Consent)

Recommended Action It is the Administration's recommendation that the School Board read and approve Board Policy 4261: Leaves.

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None.

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Policy 4261 Leaves.docx \(2\).pdf \(57 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject **8.13 Second Reading and Approval of Board Policy 4113.4: Temporary Modified/Light Duty Assignment**

Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category 8. Consent Items - 1 min

Access Public

Type Action (Consent)

Recommended Action It is the Administration's recommendation that the School Board read and approve Board Policy 4113.4: Temporary Modified/Light-Duty Assignment

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Policy 4113.4 Temporary Modified Light-Duty Assignment.docx \(1\).pdf \(54 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject **8.14 Second Reading and Approval of Board Policy 4213.4: Temporary Modified/Light-Duty Assignment**

Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category 8. Consent Items - 1 min

Access Public

Type Action (Consent)

Recommended Action It is the Administration's recommendation that the School Board read and approve Board Policy 4213.4: Temporary Modified/Light-Duty Assignment.

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Policy 4213.4 Temporary Modified Light-Duty Assignment.docx \(2\).pdf \(54 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject	8.15 Second Reading and Approval of Board Policy 4040: Employee Use of Technology
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board read and approve Board Policy 4040: Employee Use of Technology and Exhibit 4040-E(1): Employee Use of Technology.

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[BP 4040 Employee Use Of Technology \(1\).pdf \(65 KB\)](#)

[Exhibit 4040-E\(1\) Employee Use Of Technology \(1\).pdf \(84 KB\)](#)

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Subject	8.16 Second Reading and Approval of Board Policy 4113: Assignment
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)

Recommended Action It is the Administration's recommendation that the School Board read and approve Board Policy 4113: Assignment

Rationale: This policy was discussed at the November 20, 2024 Board meeting.

Financial Impact: None

Submission for Approval
Prepared by: Wendy Kelly, Deputy Superintendent
Approved by: John R. Baker, Ed.D., Superintendent

File Attachments
[Policy 4113 Assignment.docx \(1\).pdf \(66 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject	8.17 Ratification of Warrant Registers, November 1, 2024 - November 30, 2024
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board ratify the attached warrant registers as submitted.

Rationale: Education Code Section 42631 states that all payments from funds of a school district shall be made by written order of the governing board of the district. The attached report consists of expenditures from various funds in the amount of \$4,322,250.35 for the period November 1, 2024, through November 30, 2024.

Financial Impact: The total disbursement from the San Mateo County Treasurer's Office amounts to \$4,322,250.35 and represents actual expenditures for all funds.

Submission for Approval
Prepared by: Rick Edson, Chief Business Official
Approved by: John R. Baker, Ed.D., Superintendent

File Attachments
[Warrant Register November 2024.pdf \(88 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been

provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject	8.18 Approval of Membership to the Citizen's Oversight Committee for Measure U
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	8. Consent Items - 1 min
Access	Public
Type	Action (Consent)
Recommended Action	It is the Administration's recommendation that the School Board approve the membership to the Citizen's Oversight Committee for Measure U.

Rationale: On November 8, 2016, local voters approved Measure U, an \$85 million educational parcel tax to improve local elementary and middle school education for all students with funds that remain under local control. As stated in a resolution approved by the RCSD School Board on June 22, 2016, funds from Measure U are used to enhance reading, writing, math, and science skills; attract and retain qualified teachers; and support arts and music programs.

The resolution approved by the Board for Measure U requires reporting and oversight, including formation of a Citizens' Oversight Committee. The committee as a whole is comprised of three (3) parents/guardians of students currently attending an RCSD school, three (3) community members who do not currently have children enrolled in the district, and one (1) local business owner. The seven-member committee meets at least two times every calendar year.

The responsibilities of the committee members shall be to:

1. Ensure that all funds generated by Measure U are spent in accordance with the ballot language and that no funds are spent on administrator salaries;
2. Review Measure U expenditures by each school and determine if they comply with the Measure U ballot language, and the school's stated intention, as approved by the School Board each year;
3. Provide a report to the Board each year that states whether all expenditures are in accordance with the Measure U ballot language and compliance with the Board-approved intention for use by each school.

There are currently four (4) vacancies on the Citizens' Oversight Committee for Measure U: two (2) parent/guardian of a student currently in the District and two (2) community members who do not currently have children enrolled in the district.

The Administration recommends the appointment of Pamela Swint to fill the parent/guardian of a student currently in the District membership vacancy for the Measure U Citizen's Oversight Committee.

Financial Impact: None.

Submission for Approval

Prepared by: Rick Edson, Chief Business Official

Approved by: John R. Baker, Ed.D., Superintendent

Executive File Attachments

[Measure U Parcel Tax Committee Applicant.pdf \(46 KB\)](#)

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9. Action Items - 1 hr

Subject	9.1 Approval of Budget Renewal Initiative, Superintendent Recommendations
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	9. Action Items - 1 hr
Access	Public
Type	Action
Recommended Action	The Superintendent recommends to the Board of Trustees the approval of a series of cost-saving measures as part of the RCSD Budget Renewal Initiative to address the expiration of one-time federal and state pandemic relief funds and ensure the district's long-term financial stability. These measures include reducing administrative and district office positions, aligning staffing with declining enrollment, streamlining special education services, and empowering school site councils to prioritize resources based on unique community needs. Together, these steps aim to achieve approximately \$6.6 million in savings while maintaining essential services and minimizing the impact on students. These recommendations reflect extensive stakeholder input and align with RCSD's mission to maintain a safe and supportive, inspirational and rigorous, joyful and inclusive environment for all learners.

Rationale:

Budget Renewal Initiative, Superintendent Recommendations

This memo outlines specific recommendations developed as part of the Redwood City School District (RCSD) Budget Renewal Initiative. These recommendations are focused on ensuring the district's financial stability as we prepare for the expiration of one-time federal and state funds that have supported public schools over the past several years.

The recommendations aim to proactively align RCSD's budget with long-term fiscal realities while prioritizing services and support for our students. They were developed with careful consideration of feedback from the Budget Renewal Initiative Committee—a diverse group of parents, teachers, staff, and administrators—and the insights of nearly 2,000 survey participants, including:

- 60% Parents: The majority of respondents identified as parents, reflecting a strong interest from families in preserving services essential to their children's education.
- 19% Teachers: A significant portion of respondents were teachers, whose frontline experience provided critical insights into the district's needs.
- 13% Classified Staff: Classified staff members contributed practical perspectives on operational and support needs.
- 7% School and District Administrators: These participants shared their knowledge of resource management and the complexities of maintaining equitable services.
- 3% Neighbors and Community Members: This group expressed broader perspectives on RCSD's role within the local community.

Survey respondents were also affiliated with a wide range of schools and grade levels, ensuring the feedback reflected the district's diverse educational landscape. Schools with the most engagement included Hoover Community School, North Star Academy, and Orion Alternative (Mandarin Immersion Program), each representing approximately 10% of responses. District staff thoughtfully reviewed this feedback, which contributed to my final recommendations that align with the district's financial priorities and long-term goals.

The RCSD Budget Renewal Initiative emphasizes three core principles:

- **Transparency:** Clearly communicate the budget process and rationale to all RCSD stakeholders.
- **Community Engagement:** Involve families, staff, and the community in decision-making.
- **Support and Understanding:** Provide resources and information to help stakeholders understand the financial context and its implications.

I extend my gratitude to the committee for their dedication and to the thousands of survey participants whose input has been invaluable in shaping this process.

The district faces a significant funding gap as federal and state pandemic relief grants expire. A first round of one-time funds has already concluded, and a second set will end in 2026. To address this, we must take proactive steps to reduce expenditures while maintaining the high-quality education for which RCSD is known.

Superintendent Recommendation #1: District and School Administrators

Proposal: Reduce district and school site administrators funded in the general fund by 7.0 FTE for a savings of \$1.5 million.

- 5.0 FTE at six TK-5 schools
- 2.0 FTE district administrators at District Office

Rationale: This recommendation is based on an analysis of service prioritization, in which survey participants identified both school and district administrators as the least needed services relative to other areas.

It is important to note that all TK-5 assistant principal positions were created as additional support during the pandemic, a period with unique operational challenges. The two district-level positions have always existed, but are now being reconsidered as part of the restructuring effort. As these positions are eliminated or shifted, other administrators will assume additional responsibilities, including those related to compliance with state and federal reporting requirements. While this redistribution ensures continuity, it will result in slower response times for supporting schools due to the increased responsibilities on remaining services.

Superintendent Recommendation #2: Eliminate District Office Positions

Proposal: Reduce five District Office staff positions for a savings of \$521,000.

- .4 FTE Curriculum Teacher on Special Assignment (TOSA)
- 1.0 FTE Opportunity School/English Language Development (ELD) Teacher on Special Assignment (TOSA)
- 1.0 FTE Guest Teacher on Special Assignment (TOSA)
- 2.0 FTE Office Assistant

Rationale: The elimination of these districtwide positions reflects the need to address fiscal stabilization while improving organizational efficiency. As pandemic relief funds expire, the district must prioritize resources for school-based services and classroom instruction, which the community asked the district to make in the district survey. By streamlining roles and redistributing responsibilities, the district must maintain essential functions while aligning with community feedback that identified district office functions as a lower priority. This strategic adjustment ensures fiscal responsibility with minimal direct impact on students and schools.

Committee Recommendation: Engage Principals and School Site Councils to Determine Services Needed

Proposal: Based on the unique needs of each community, the committee recommended for each school to determine services needed for next school year.

Rationale: In a process that allocates funds based on total school enrollment, the school's grade configuration, the percentage of unduplicated students, and state-identified school support needs, the district allocated specific funds for each school to use in 2025-26. In the districtwide survey, the community agreed (79% to 21%) that the district should prioritize schools with a high number of unduplicated students. Each school principal met with their school site council to determine how the allocated funds would be used at their schools. This approach represents a savings of approximately \$1.3 million, cumulative of all schools as follows:

Adelante Selby Spanish Immersion School: A reduction of \$150,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the Mental Health Counselor position of .5 FTE and the Multi-Tiered Systems of Support (MTSS) Teacher on Special Assignment (TOSA) position of .5 FTE. Counseling services at Adelante Selby will continue with support provided by partners.

Clifford School: A reduction of \$60,000

The School Site Council's recommendation to meet this reduced district funding is to eliminate an unfilled English Language Development (ELD) and Literacy Support position.

Garfield Community School: A reduction of \$186,000

The School Site Council's recommendation to meet this reduced district funding is to reduce both the 1.0 FTE Multi-Tiered Systems of Support (MTSS) Teacher on Special Assignment (TOSA) to a .5 FTE position and a 1.0 FTE Reading Intervention Teacher position to a .5 FTE position. This means that starting in 2025-26, the school will have a .5 FTE Multi-Tiered Systems of Support (MTSS) Teacher on Special Assignment (TOSA) and 1.5 FTE Reading Intervention Teachers.

Henry Ford Elementary School: A reduction of \$170,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the additional .2 FTE assistant principal position and .3 FTE Curriculum and Instruction Teacher on Special Assignment (TOSA) as well as a 1.0 FTE Guest Teacher.

Hoover Community School: A reduction of \$50,000

The School Site Council's recommendation to meet this reduced district funding is to use what is known as "carryover" funds or unused 2024-25 remaining funds. This means that current positions and services are not affected for 2025-26.

Kennedy Middle School and McKinley Institute of Technology: \$0

Funding was not reduced at these two school sites considering that they are the comprehensive middle schools with a large student population that have higher needs.

North Star Academy: A reduction of \$85,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the Mental Health Counselor position of .5 FTE. Counseling services at North Star Academy will continue with support provided by partners.

Orion Alternative Elementary School: A reduction of \$270,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the 1.0 FTE Mental Health Counselor position and the .5 FTE Reading Intervention Teacher position. Counseling services at Orion Alternative will continue with support provided by partners.

Roosevelt School: A reduction of \$190,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the Mental Health Counselor position of 1.0 FTE. Counseling services at Roosevelt School will continue with support provided by partners.

Roy Cloud School: A reduction of \$150,000

The School Site Council's recommendation to meet this reduced district funding is to reduce the Multi-Tiered Systems of Support (MTSS) Teacher on Special Assignment (TOSA) position of .5 FTE.

Taft Community School: A reduction of \$100,000

The School Site Council's recommendation to meet this reduced district funding is to reduce a General Education Instructional Assistant Position of 1.0 FTE and a Mental Health Counselor position of 1.0 FTE. Counseling services at Taft Community School will continue with current counseling support provided by several partners.

Superintendent Recommendation #3: Close Positions Not Needed for 2024-25

Proposal: Eliminate 10.0 FTE based on 2024-25 enrollment analysis, reducing costs by \$1.6 million.

Rationale: Each year in the spring, the district makes an estimation on the number of classrooms needed for the following school year based on pre-enrollment numbers. After the first 10 days of school, this estimate becomes a firm number. As a result, positions that are not needed at that time are closed and the funds can be applied towards a reduction for the current school year and outyears.

Superintendent Recommendation #4: Adjust Staffing Due to Ongoing Declining Enrollment

Proposal: Address staffing due to projected enrollment fluctuations for 2025-26, for a savings of approximately \$200,000

- Adjust hours for Library Media Technology Associates at nine schools (reductions) and two schools (increases).
- Reduce office staff hours
- Conduct an analysis of classroom staffing needs.

Rationale: Although TK expansion has stabilized overall districtwide enrollment numbers during the last three school years, we continue to see families with students in all grade levels leaving the Bay Area and the state. While the community disagreed with reductions related to enrollment (56% to 44%), district demographers continue to study our area, which shows an ongoing decline each year with approximately 1,000 fewer students by 2033-34.

Superintendent Recommendation #5: Streamline Special Education Services and Staffing

Proposal: Reduce hours and eliminate contracted services within Special Education to achieve a savings of \$1.5 million while maintaining required services.

Rationale: This recommendation aims to achieve \$1.5 million in savings by adjusting the allocation of resources within the Department of Special Education. The proposal includes eliminating 10 contracted Behavioral Therapists (BTs), replacing a contracted Licensed Vocational Nurse (LVN) with a current RCSD Paraeducator, reducing the hours of 13 paraeducators from 6.5 to 6 hours per day, and eliminating two contracted positions. These adjustments will streamline services and staffing while ensuring that necessary support for students with special needs continues with more efficient resource allocation.

Two additional ideas emerged from our discussions that warrant further exploration:

- **Exploration of Merging or Closing Schools:**

Given the fiscal challenges, the possibility of merging or closing schools was considered as a potential strategy to address underutilized facilities and improve resource efficiency. We explained to committee members the complexities of such decisions, emphasizing the importance of a comprehensive community engagement plan and a much longer timeline before moving forward with any proposals.

- **Parcel Tax as a Community Measure:**

The idea of pursuing a community-driven parcel tax ballot measure also surfaced during discussions. This measure could provide essential funding to restore services and address budget shortfalls, especially considering that Measure U, which currently funds many other services at the local school level, will expire in six years. While ambitious, this initiative was recognized as a potential pathway to maintaining critical programs and long-term financial health.

Throughout these conversations, the Chief Business Officer reassured the committee that with the recommendations outlined in this memo, the district is confident in its ability to maintain a positive budget certification.

I want to extend my appreciation to the entire RCSD community for your invaluable input throughout this process. District staff engaged deeply with stakeholders, visiting all school site council meetings, attending several ELAC and DELAC meetings, hosting a Spanish-language information night on the Bayside, and answering countless questions from families and staff. Your active participation exemplifies the strength of our RCSD community and its shared commitment to our students' success.

Once again, thank you for your engagement, ideas, and thoughtful feedback during this challenging yet essential process. Together, we are building a stronger future for RCSD and helping maintain *a safe and supportive, inspirational and rigorous, joyful and inclusive environment for all learners.*

Financial Impact: A savings of approximately \$6.6 Million

Submission for Approval

Prepared by: John R. Baker, Ed.D., Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

Subject	9.2 Adoption of Resolution No. 11, Reduction of Certain Classified Services for Fiscal Year 2024-2025
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	9. Action Items - 1 hr

Access Public

Type Action

Recommended Action It is the Administration's recommendation that the School Board adopt Resolution No. 11, reduction or elimination of classified services and the resulting layoff of staff for fiscal year 2024-2025.

Rationale: Due to the reduction or discontinuance of particular kinds of service pursuant to Education Code Section 45117, the School Board resolves that the legal number of classified district employees as stated in Resolution No. 11 (attached) not be reemployed for the 2025-2026 school year.

Financial Impact: Reduction to General and Categorical funds to be determined.

Submission for Approval
Prepared by: Wendy Kelly, Deputy Superintendent
Approved by: John R. Baker, Ed.D., Superintendent

File Attachments
[RESOLUTION #11 - Classified Layoff.docx.pdf \(81 KB\)](#)

Subject **9.3 Adoption of Resolution No. 12, Reduction or Elimination of Certificated Services for Fiscal Year 2024-2025**

Meeting Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm

Category 9. Action Items - 1 hr

Access Public

Type Action

Recommended Action It is the Administration's recommendation that the School Board adopt Resolution No. 12, possible reduction or elimination of certificated services and the resulting layoff of staff for fiscal year 2024-2025.

Rationale: Due to the reduction or discontinuance of particular kinds of service pursuant to Education Code Section 44955, the School Board resolves that the legal number of certificated district employees as stated in Resolution No. 12 (attached) not be reemployed for the 2025-2026 school year.

Financial Impact: Reduction to General and Categorical funds to be determined.

Submission for Approval
Prepared by: Wendy Kelly, Deputy Superintendent
Approved by: John R. Baker, Ed.D., Superintendent

File Attachments
[RESOLUTION #12 - Certificated PKS 12.11.24.docx.pdf \(108 KB\)](#)

Subject	9.4 Adoption of Resolution No. 13, Release and Reassignment of Certificated Administrator(s)
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	9. Action Items - 1 hr
Access	Public
Type	Action
Recommended Action	It is the Administration's recommendation that the School Board approve the release and reassignment of certificated administrators effective at the end of the 2024-2025 school year pursuant to Education Code 44951.

Rationale: California Ed Code 44951 states that employees will be notified prior to March 15th that they may be released or reassigned.

Financial Impact: Reduction to General and Categorical funds to be determined.

Submission for Approval

Prepared by: Wendy Kelly, Deputy Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[Resolution 13 -Admin Release and Reassignment 12.11.24.pdf \(73 KB\)](#)

[Exhibit A Resolution #13 12 11 24 .pdf \(38 KB\)](#)

Subject	9.5 Adoption of Resolution No. 14, Determination of Order of Employment for Certificated Employees for Elimination of or Reductions in Particular Kinds of Services for Fiscal Year 2025-2026
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	9. Action Items - 1 hr
Access	Public
Type	Action
Recommended Action	It is the Administration's recommendation that the School Board adopt Resolution 14, the determination of order of employment for certificated employees for the elimination of or reduction to particular kinds of services for fiscal year 2025-2026.

Rationale: The Resolution lists the criteria to be used to determine the order of seniority for Certificated employees hired on the same date.

Financial Impact: None

Submission for Approval

File Attachments

[Order of layoff Resolution No.14 12 11 24.pdf \(164 KB\)](#)

10. Discussion Item(s) - 20 min

Subject	10.1 Debrief on the 2024 California School Boards Association (CSBA) Annual Education Conference (AEC) and Trade Show
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	10. Discussion Item(s) - 20 min
Access	Public
Type	Discussion

Rationale: Trustees who attended the 2024 California School Boards Association (CSBA) Annual Education Conference (AEC) and Trade Show will share key takeaways and provide a debrief on the event.

The CSBA Annual Education Conference and Trade Show is a premier continuing education program for school board members, superintendents, and other education leaders. This conference provides a platform to:

- Engage in discussions on pressing education topics.
- Learn from experts and thought leaders.
- Network with peers across the state.
- Gather tools to support effective governance and improved student outcomes.

Financial Impact: None.

Submission for Approval

Prepared by: John R. Baker, Ed.D., Superintendent
Approved by: John R. Baker, Ed.D., Superintendent

11. Board and Superintendent Reports - 10 min

Subject	11.1 Report from Board Members and Superintendent
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	11. Board and Superintendent Reports - 10 min
Access	Public
Type	Reports

Rationale: The School Board and Superintendent Baker will report out on meetings, attended events, upcoming events, school site visits, etc.

Financial Impact: None at this moment.

Submission for Approval

Prepared by: Evelyn Campos, Administrative Assistant to the Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

12. Information - 15 min

Subject	12.1 Information on San Mateo County Investment Fund - October 2024
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	12. Information - 15 min
Access	Public
Type	Information

Rationale: Education Code Sections 41001 and 41002 generally provide that all money received by or apportioned to a school district shall be paid into the county treasury to be placed to the credit of the proper fund of the district.

Pursuant to California Education Code Section 41015, the District may invest all or part of funds deposited in a Special Reserve Fund or any surplus monies not required for the immediate necessities of the District in any of the investments specified in California Government Code Sections 16430 or 53601. Historically, districts in San Mateo County have been depositing all of their funds into the county treasury. The County Treasurer has made investment decisions for the school districts, which is not a unique practice statewide. School district funds on deposit with the county treasury, along with funds deposited by other agencies, are placed in a County investment pool, and profits and losses realized from these invested funds are shared among the pool participants in proportion to the amount invested.

Financial Impact:

Gross pool earnings for
Month ending October 2024: 3.862%

The current average maturity of the portfolio is 1.92 years, with an average duration of 1.74 years. The portfolio continues to hold no derivative products.

Please click the link below to view the investment report for October 2024:

<https://www.smcgov.org/media/151383/download?inline=>

Please click the link below to view the copies of the Investment Reports and the Compliance Reports:

<https://www.smcgov.org/treasurer/investment-information>

Submission for Approval

Prepared by: Rick Edson, Chief Business Official

Approved by: John R. Baker, Ed.D., Superintendent

13. Correspondence - 1 min

Subject	13.1 Correspondence
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	13. Correspondence - 1 min
Access	Public

Type

14. Other Business/Suggested Items For Future Agenda - 1 min

Subject	14.1 Possible Other Business/Suggested Items for Future Agenda
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	14. Other Business/Suggested Items For Future Agenda - 1 min
Access	Public
Type	Information

Rationale: The following Schedule of Agenda Items for the 2024-25 School Board meetings (attached hereto) has been revised by the administration. This schedule of board agenda items will be routinely updated, as needed.

Financial Impact: None.

Submission for Approval

Prepared by: Evelyn Campos, Administrative Assistant to the Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

[24-25 Schedule of Board Agenda Items.pdf \(95 KB\)](#)

15. Board Meetings Calendar - 1 min

Subject	15.1 Changes to the Board Meetings Calendar
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	15. Board Meetings Calendar - 1 min
Access	Public
Type	Information

Rationale: The following School Board Meetings Calendar for 2024-25 (attached hereto) has been revised by the administration. This calendar of school board meetings will be routinely updated, as needed.

Upcoming School Board Meeting:

- Tuesday, December 17, 2024, at 7:00 PM

Financial Impact: None.

Submission for Approval

Prepared by: Evelyn Campos, Administrative Assistant to the Superintendent

Approved by: John R. Baker, Ed.D., Superintendent

File Attachments

16. Adjournment - 1 min

Subject	16.1 Adjourn the Meeting
Meeting	Dec 11, 2024 - Board of Trustees Regular Meeting - 7:00pm
Category	16. Adjournment - 1 min
Access	Public
Type	Action
Recommended Action	Motion to adjourn the meeting.