

**San Mateo Union High School District**

**Minutes**

**Regular Meeting**

November 20, 2025 7:00 PM

San Mateo Union High School District

650 N. Delaware Street

District Office Conference Room 204

San Mateo, CA 94401

To view Open Session in its entirety, please follow this link to

[YouTube Board Meetings](#)

Present

Robert Griffin

Teri Chavez

Jennifer Jacobson

Greg Land

Ligia Andrade Zuniga

## **B. ROLL CALL**

6:00 pm

## **E. CLOSED SESSION**

- 1. ( \* ) Public Employee Evaluation pursuant to Government Code Section 54957 - Title: Superintendent**
- 2. ( ) Public Employee Appointment/Employment pursuant to Government Code Section §54957 - Position:**
- 3. ( ) Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9 (d)**
- 4. ( ) Conference with Legal Counsel - Potential Litigation; Significant Exposure to Litigation Pursuant to Government Code § 54956.9(d)() - ( ) Case**
- 5. ( ) Liability Claims pursuant to Government Code Section §54957 - ( ) Case :**
- 6. ( ) Conference with Real Property Negotiator - Randall Booker, Superintendent,**
- 7. ( ) Conference with Labor Negotiators pursuant to Government Code Section §54957.6**
- 8. ( \* ) Public Employee Discipline/Dismissal/Release/Complaint pursuant to Government Code Section §54957**
- 9. ( \* ) Confidential Student Discipline - ( 1 ) One Case**
- 10. ( \* ) Confidential Student Matters - ( 3 ) Three Cases**

## **F. OPEN SESSION**

## **G. ROLL CALL**

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

Led by Student Board Members Victoria Chun and Maaya Mishra

## **I. REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

There were no actions taken in Closed Session

## **J. ADOPT THE AGENDA**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to Adopt the Agenda with a vote of 5 to 0.

### **Preferential vote:**

Yes- Student Board Member Maanya Mishra

Yes- Student Board Member Victoria Chun

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

#### **K. REGULAR REPORTS -**

**1. Report of the Superintendent**

**2. Report of the District Teachers Association Representative**

**3. Report of the CSEA Chapter 519 Representative**

**4. Report of the San Mateo Adult School Teachers Association**

**5. Report of Student Board Representatives**

**6. Governing Board Comments**

#### **L. PUBLIC COMMENTS**

Anoushka Kashyap - AI Capstone Teacher Job Description

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

#### **N. RECOGNITION**

**1. Courage in Action Award**

**2. Introduction of the Assistant Director of SMACE**

#### **O. CONSENT AGENDA -**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Consent Agenda items 1-19 with a vote of 5 to 0.

#### **Preferential vote:**

Yes- Student Board Member Maanya Mishra

Yes- Student Board Member Victoria Chun

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to pull items 20-21 with a vote of 5 to 0.

**Preferential vote:**

Yes- Student Board Member Maanya Mishra

Yes- Student Board Member Victoria Chun

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

Upon the motion of Trustee Land and seconded by Trustee Chavez, the board moved to approve item 20 with a vote of 5 to 0.

**Preferential vote:**

Yes- Student Board Member Maanya Mishra

Yes- Student Board Member Victoria Chun

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve Item 21, with a vote of 4 to 1.

**Preferential vote:**

Yes- Student Board Member Maanya Mishra

Yes- Student Board Member Victoria Chun

Yes Robert Griffin

Yes Teri Chavez

No Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

- 1. Approval of Contracts Over \$40,000**
- 2. Confirmation of Warrants for October 2025**
- 3. Acceptance of Gifts to the District**
- 4. Approval to Dispose of Obsolete Property/Equipment**
- 5. Approval of The Schematic Design, Budget, and Schedule For The Aragon High School Boiler Replacement Project**
- 6. Approval of BHM Construction LLC. Contingency Draw Authorization No.2 For The Burlingame High School Building C HVAC Replacement Project**
- 7. Approval To File Notice of Completion For The Burlingame High School Building C HVAC Replacement Project**
- 8. Approval To File Notice of Completion For The HVAC Controls Replacement Project at Burlingame and Mills High Schools**
- 9. Approval of Modular Builder Selection For The Transportation Administrative Building Project**
- 10. Approval of The Aragon High School Duct Extension Project & Approval To Award Contract To Aire Sheet Metal, Inc. For The Project**
- 11. Approval of Quattrochi Kwok Architects; Proposal For Additional Architectural Services on The Classroom Transformation Project**
- 12. Approval of Energy Services Contract Amendment No. 1**

- 13. Approval of Opterra Formerly Known as ENGIE Services Change Order No.4 For The DistrictWide Solar PhotoVoltaic Project**
- 14. Approval of Strawn Construction Change Order No.1 For The Hillsdale High School Phase 3 Site Improvements Project**
- 15. Approval of the Specific Board Policies and Administrative Regulations- June 2025 Updates Part 2**
- 16. Approval of Field Trip - CHS Music Department**
- 17. Approval of Field Trip - DECA District Conference**
- 18. Approval of Field Trip - DECA State Conference**
- 19. Approval of Deaf and Hard of Hearing Services MOU**
- 20. Approval of Out of State Conference - QTEL**
- 21. Approval of Out of State Conference - NAEA and CADA**

**P. SPECIAL REPORTS AND APPEARANCES -**

- 1. Spotlight on Student Learning: Student Discipline and Attendance Data**

**Q. CONSTRUCTION -**

**R. DIVISION OF HUMAN RESOURCES PERSONNEL CONSENT AGENDA -**

- 1. Personnel Actions**
- 2. Approval of the Memorandum of Understanding between San Mateo Union High School District and California School Employees Association, Chapter 519 Regarding the Athletic PE Supervision Program**
- 3. Approval of the Memorandum of Understanding between San Mateo Union High School District and Health Right 360**
- 4. Approval of the Memorandum of Understanding between Notre Dame de Namur University and San Mateo Union High School District**
- 5. Approval of Memorandum of Understandings with San Mateo Union High School District, San Mateo Adult Career Education School and San Bruno Park District Regarding Expansion of ESL Classes**
- 6. Approval of Student Transfers to the Adult School**

**S. DIVISION OF HUMAN RESOURCES -**

Upon the motion of Trustee Land and seconded by Trustee Andrade Zuniga, the Board moved to approve the Division of Human Resources Personnel Consent Agenda with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**1. Personnel Actions Addendum**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Chavez, the Board moved to approve the Personnel Actions Addendum with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**2. Approval of the Tentative Agreement between the California School Employees Association, Chapter 519 and San Mateo Union High School District for 2025-2026**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Land, the Board moved to approve the Tentative Agreement between the California School Employees Association, Chapter 519 and San Mateo Union High School District for 2025-2026 with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**3. Approval of the Memorandum of Understanding between San Mateo Union High School District and California School Employees Association, Chapter 519 Regarding Transportation Grant Writing**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Memorandum of Understanding between San Mateo Union High School District and California School Employees Association, Chapter 519 Regarding Transportation Grant Writing with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**4. Approval of the Memorandum of Understanding between San Mateo Union High School District and California School Employees Association, Chapter 519 Regarding the Utility Worker Foreperson Position**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Memorandum of Understanding between San Mateo Union High School District and California School Employees Association, Chapter 519 Regarding the Utility Worker Foreperson Position with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**5. Approval of the AI Capstone Teacher Job Description**

Upon the motion of Trustee Land and seconded by Trustee Andrade Zuniga, the Board moved to approve the AI Capstone Teacher Job Description with a vote of 4 to 0.

Yes Robert Griffin

Absent Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**6. Approval of the Updated College and Career Readiness Coordinator Job Description**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Land, the Board moved to approve the Updated College and Career Readiness Coordinator Job Description with a vote of 5 to 0.

Yes Robert Griffin

Absent Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**7. Approval of the AI Fellowship #2 Job Description**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Land, the Board moved to approve the AI Fellowship #2 Job Description with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**8. Approval of the AI Fellow Lead Instructor and AI Fellow Assistant Instructor Job Descriptions**

Upon the motion of Trustee Land and seconded by Trustee Jacobson, the Board moved to approve the AI Fellow Lead Instructor and AI Fellow Assistant Instructor Job Descriptions with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**9. Approval of the NovaWorks Master Agreement with San Mateo Adult School and Career Education**

Upon the motion of Trustee Land and seconded by Trustee Andrade Zuniga, the Board moved to approve the NovaWorks Master Agreement with San Mateo Adult School and Career Education with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**10. Approval of the Memorandum of Understanding with Daly City Youth Health Center and San Mateo Union High School District**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Chavez, the Board moved to approve the Memorandum of Understanding with Daly City Youth Health Center and San Mateo Union High School District with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**11. Approval of the Memorandum of Understanding between San Mateo Union High School District and Daybreak**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Memorandum of Understanding between San Mateo Union High School District and Daybreak with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**12. Approval of the Updated 2025-2026 Athletic Manual**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Chavez, the Board moved to approve the Updated 2025-2026 Athletic Manual with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**13. Approval of the Updated Request to Pay Event Staff Variable**

Upon the motion of Trustee Andrade Zuniga and seconded by Trustee Land, the Board moved to approve the Updated Request to Pay Event Staff Variable with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**14. Approval of the Updated Salary Schedules**

Upon the motion of Trustee Land and seconded by Trustee Andrade Zuniga, the Board moved to approve the Updated Salary Schedules with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**15. Approval of One Administrator Contract for the 2025-2026 School Year and Once Contract Correction for the 2024-2025 School Year**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve One Administrator Contract for the 2025-2026 School Year and Once Contract Correction for the 2024-2025 School Year with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**T. DIVISION OF STUDENT SERVICES**

**1. Denial of Interdistrict Transfers**

Upon the motion of Trustee Jacobson and seconded by Trustee Griffin, the Board moved to approve the Denial of Interdistrict Transfers with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**U. DIVISION OF INSTRUCTIONAL SERVICES -**

**1. Course of Study - Dual Enrollment**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Course of Study - Dual Enrollment with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**2. Course of Study - Physical Education 3**

Upon the motion of Trustee Land and seconded by Trustee Chavez, the Board moved to approve the Course of Study - Physical Education 3 with a vote of 5 to 0.

Yes Robert Griffin

Yes Teri Chavez

Yes Jennifer Jacobson

Yes Greg Land

Yes Ligia Andrade Zuniga

**V. DIVISION OF BUSINESS SERVICES -**

**W. BOARD OPERATIONS -**

**1. Review and Discuss the Specific Board Policies and Administrative Regulations- August 2025 Updates Part 1**

Ok to Consent

**2. Review and Discuss the Specific Board Policies and Administrative Regulations- September 2025 Updates Part 1**

OK to Consent

**3. Review and Discuss Board Policy 4318.4 Salary Program**

OK to consent

**X. FUTURE BOARD AGENDA ITEMS -**

**1. Requested Board Items from Previous Meeting**

Make sure to list

Special Ed

AI Study Session

**Y. ADJOURNMENT -**

The meeting Adjourned at 9:20 pm