Meeting Packet

Regular Governing Board Agenda - Revised

Regular Governing Board Agenda - Revised

CABRILLO UNIFIED SCHOOL DISTRICT

District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94109
May 16, 2019, 7:00 PM
(Closed Session 6:00 PM)

1. CALL TO ORDER - 6:00 PM

2. ROLL CALL / QUORUM

___ Mr. Sophia Layne, President
___ Ms. Kimberly Hines, Vice President
___ Ms. Lizet Cortes, Clerk to the Governing Board
___ Ms. Mary Beth Alexander, Member
___ Ms. Freya McCamant, Member

3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

Anyone wishing to address the Board regarding any of the Closed Session matters may do so at this time.

4. RECESS TO CLOSED SESSION

a. Pupil Personnel/Student Matters (Education Code §35146).

The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.

b. Public Employee Discipline/Dismissal/Release (Government Code §54954.5, §54957).

c. Conference with Legal Counsel – Existing Litigation (Government code §54956.9).

   Conference regarding Student matter: 01-019

d. Conference with Legal Counsel – Anticipate Litigation (Government code §54956.9).

   Conference regarding anticipated litigation pursuant to Subdivision (b) of Section §54956.9.

e. With respect to every item of business to be discussed in closed session pursuant to (Government Code §54957.6): Update School Facilities Construction.

f. Conference Regarding Labor Negotiations with District-Designated Representatives Dannis/Wolliver/Kelley, Jane Yuster (Government Code §54957.6).

   i. Cabrillo Unified Teachers' Association

   ii. California School Employees' Association, Chapter 485

g. Public Employee Appointment/Employment; Pursuant to Government Code § 54957: Discussion of appointment of District Superintendent

5. RECONVENE OPEN SESSION – 7:00 PM

Board Meetings are Recorded and Broadcast

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Report action from Closed Session: if applicable.

6. PLEDGE OF ALLEGIANCE

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

8. STUDENT / STAFF / COMMUNITY RECOGNITION

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Public Participation at Board Meetings

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the "Comments from the Public" portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above.

Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Open session is audio and/or video recorded.

Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same topic (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may likewise be ruled out of order. In the unlikely event that the behavior of an individual is such that the Board is unable to continue to conduct its business in an orderly manner, the Board President may direct the offending individual(s) to vacate the meeting room. Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office.

The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the administration for follow-up, or take no action. In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations or *Spanish language translation in order to participate in this meeting are asked to contact the Superintendent’s Office in advance at (650) 712-7112. (*Si usted necesita traducción al español para participar en esta reunión se pide que se ponga en contacto con la oficina del Superintendente antes de esta fecha al (650) 712-7112.)

10. REPRESENTATIVE REPORTS

a. CUTA Representatives

b. CSEA Representatives

11. REPORTS / INFORMATION / PRESENTATIONS

a. School Linked Services Report

11.a Board Memo School Linked Services Report.pdf (p. 8)

11.a School Linked Services Presentation.pdf (p. 10)

b. Dyslexia Committee Recommendations

11.b Board Memo Dyslexia Advisory Committee Report.pdf (p. 15)

11.b.1 Dyslexia Advisory Committee Presentation.pdf (p. 17)

12. DISCUSSION ITEMS

a. None

13. COMMUNICATIONS

a. Board Members

b. Student Board Member

c. Superintendent

14. CONSENT ITEMS

The Consent Agenda

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion and consideration of action.

a. Approve Certificated Personnel Report

14.a Board Memo Certificated Personnel Report.pdf (p. 22)

b. Approve Classified Personnel Report

14.b Board Memo Classified Personnel Report.pdf (p. 24)

c. Accept Donations to Cabrillo Unified School District

14.c Board Memo Donations.pdf (p. 25)

d. Accept Enrollment Report for the Seventh and Eighth Months of the 2018-2019 School Year

14.d Board Memo Period 7 and 8 Enrollment Reports.pdf (p. 26)

14.d.1 Period 7 Enrollment Report.pdf (p. 27)

14.d.2 Period 8 Enrollment Report.pdf (p. 28)

e. Approve Declaration of District Property as Surplus

14.e Board Memo District Property Surplus.pdf (p. 29)

f. Approve Designation of Representatives to the California Interscholastic Federation League for the 2019-2020 School Year

14.f Board Memo California Interscholastic Federation Representatives.pdf (p. 30)

14.f.1 School Representatives to League Form 2019-20.pdf (p. 31)

g. Approve and Adopt of Minutes of April 8, 2019 Regular Governing Board Meeting

14.g Board Memo Board Minutes.pdf (p. 34)

14.g.1 2019-04-08 Board Minutes.pdf (p. 35)

15. ACTION ITEMS

a. Adopt Fiscal Year-End Resolution No. 08-19: Approve Appropriating Ending Balance to a Reserve

15.a Board Memo Fiscal Year-End Resolution Appropriating Ending Balance.pdf (p. 43)

15.a.1 Resolution No. 08-19 Appropriate Ending Balance.pdf (p. 44)

b. Adopt Fiscal Year-End Resolution No. 09-19: Approve Budgetary Increases and Transfers at Year-End

15.b Board Memo Fiscal Year End Resolution Budgetary Increases and Transfers at Year

End.pdf (p. 46)

15.b.1 Resolution No. 09-19 Budgetary Increases and Transfers at Year End.pdf (p. 47)

c. Approval to Award a Contract for Roof Replacement – Cunha Intermediate School

15.c Board Memo Cunha Roofing Project.pdf (p. 49)

15.c.1 Exhibit C- 19-103 Cunha Building D Roof GMP 5-6-19.pdf (p. 50)

15.c.2 Exhibit F- Cunha Building D Schedule- 5 Day Work Week 4-11-19.pdf (p. 52)

d. Ratification of Lease-Lease Back Agreement with Blach Construction, Hatch Phase III Increment 4 Project

15.d Board Memo Hatch Kinder Complex Project.pdf (p. 54)

15.d.1 Hatch Kinder Complex Guaranteed Maximum Price.pdf (p. 55)

e. Appointment of District Superintendent and Approval of Employment Agreement for District Superintendent

15.e Boad Memo Appointment of Superintendent.pdf (p. 57)

15.e.1 Superintendent Employment Agreement.pdf (p. 58)

16. FUTURE BOARD AGENDA ITEMS

a. Discussion/Public Hearing LCAP

b. Discussion/Public Hearing CUSD Budget

c. Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

17. FUTURE EVENTS/DATES/REQUESTS

a. May 17 - Dolphin Club Hosts Kid's Night, El Granada Elementary Multi-Use Room, 6:00 PM

b. May 19 - Second Annual HMBHS Color Run!!! All are welcome and encouraged to participate and have fun!

c. May 22 - CUSD Reclassification Ceremony, Half Moon Bay High School Multi-Use Room, 6:00 pm

d. May 23 - Open House, Kings Mountain Elementary Multi-Use Room, 5:00 PM

e. May 23 - Department Awards Night! Half Moon Bay High School, 6:30 - 8:30 PM

f. May 24 - Non-School Day for Students and Teachers

g. May 27 - Holiday, All Sites Closed

h. May 28 - Middle College Graduation, College of San Mateo, 5:00 PM

i. May 29 - General Open Enrollment Application Deadline

j. May 29 - End of the Year Assembly! Yearbook dedication and legacy cords - Half Moon Bay High school, During Advisory Period, 10:20-11:15 AM

k. May 30 - Local Scholarship Night! Half Moon Bay High School Gym, 7:00-9:00 PM

l. May 30 - Ice Cream Social and Open House, El Granada Elementary Multi-Use Room, 5:00 PM

m. May 30 - Open House Art Show & Dinner, Farallone View Elementary, 6:00 PM

n. June 4 - Big Lift Collaborative Meeting, District Office Board Room, 3:00 PM

o. June 4 and June 5 - Final Music Concerts, Half Moon Bay High School Multi-Use Room, 7:00-8:30 PM

p. June 4 - Chamber Education Committee Meeting, District Office Board Room, 4:00 PM

q. June 5 - Los Listos Preschool Promotion, Hatch Elementary Multi-Use Room, 5:30 PM

r. June 6 - Regular Governing Board Meeting, District Office Board Room, 7:00 PM

18. RETURN TO CLOSED SESSION (IF NECESSARY)

19. ADJOURNMENT OF THE MEETING

Meeting Curfew

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 pm. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☒ **INFORMATION**

BOARD AGENDA NUMBER: 11.a

BOARD AGENDA ITEM: Receive Report from School Linked Services

DEPARTMENT: Educational Support Services: Wellness Programs

CONTACT PERSON: Holly Wade, Ph.D., Assistant Superintendent, Educational Support Services
Caroline Morton, MFT, School Linked Services, Program Director

BACKGROUND INFORMATION:

The School Linked Services (SLS) program, an in-house wellness program of CUSD, has been providing short-term counseling support district-wide since 2004. Due to limited resources, the program served, at most, 100 unduplicated students per year. In 2016-2017, following an approval for expansion based on the ever increasing need for mental health support among our student population, SLS expanded its ability to serve the growing needs of our student on all campuses. To address this need, SLS initiated a post-graduate internship component to triple the amount of students being served. At full capacity, SLS is comprised of seven 20 hour/week post graduate interns, one 20hr/week Program Director/Clinical Supervisor and one 20hr/week Assistant Director/Clinical Supervisor. Since the expansion, SLS has tripled the number of students served. The program expansion also ensured that SLS could provide in-house support to students who receive special education services through an Individualized Education Program (IEP), this includes one 20hr/week post-graduate intern dedicated to providing mental health support to students who require mental health services based on their IEP. This increased our capacity to provide more immediate support when needed to avoid a lengthy referral process. SLS is currently funded with Local Control Accountability Plan and County Measure K funds.

School Linked Services identifies 3 branches of wellness: Intervention, Prevention and Education:

1. **Intervention**: School-based, short-term counseling program available to all general education students. This is a voluntary program. Students are referred by teachers/school counselors/administrators. Typical length of service is 6-10 weeks. Support includes 1:1 counseling, group (social skills, grief groups, friendship groups), case management, parent education, referrals.
2. **Prevention**: Identifies Tier 1 support to reach all students within identified grade levels. Example: Relational Aggression workshops for all 2nd graders district-wide, Mindfulness Workshop for all 7th graders, Staff Wellness monthly groups (2017-2018).
3. **Education**: Organized Family Wellness Resource Fair (2017), Mental Health Awareness Fair (2018), Transition to Middle School parent/student workshop (2019).

REPORT/PROPOSAL:

The purpose of this item is to update the Board regarding the School Linked Services wellness program.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Receive report from School Linked Services.

School Linked Services

A Wellness Program

May 16, 2019

Cabrillo Unified School District

Caroline Morton, MFT
Krysta Banazek, MFT

SLS History

- Since 2004: Farallone View, Hatch, El Granada and Cunha
- Expansion in 2016-2017
- Post-Graduate Internship (Associates in Masters of Social Work and Marriage and Family Therapy)
- Today serves: All schools (4 elementary schools, Cunha, HMBHS, Pilarcitos)

3 Branches of Wellness



- Intervention
- Prevention
- Education

Nuts and Bolts

Intervention:
1:1 Short-Term Counseling
Groups (social skills, grief groups…)
Case Management
Parent Education

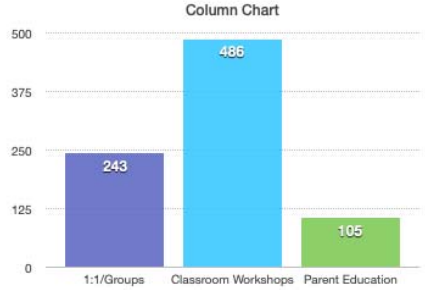
Prevention:
Classroom Workshops
Teacher/Staff Consultation
Staff Wellness Groups
Student Intervention Team Mtgs.

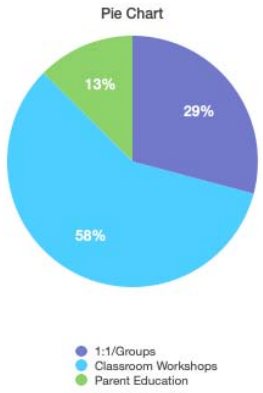
Education:
Community-wide Fairs
Educational Workshops
Community Partnerships
Professional Development



Direct Services Provided to Date 2018-2019

1:1/Groups	243
Classroom Workshops	486
Parent Education	105





Student Intervention Team Meetings

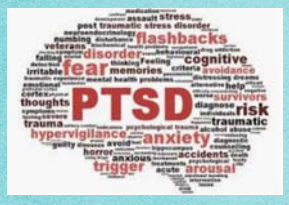
SLS
Administrator
Counselors
Psychologists

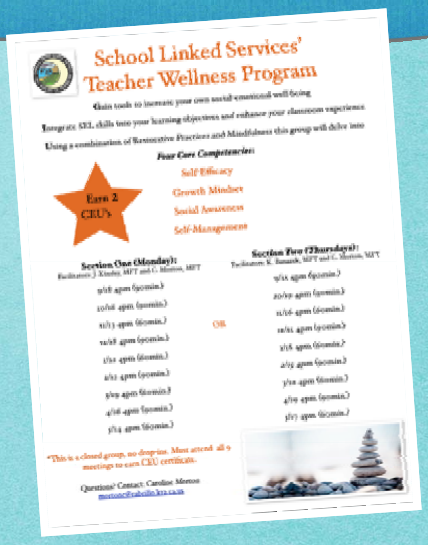


Identify
Strategize
Execute

Consistency
Documentation
Accountability

Staff Wellness




School Linked Services' Teacher Wellness Program

Gain tools to increase your own social-emotional well-being

Integrate SEL skills into your learning objectives and enhance your classroom experience

Using a combination of Restorative Practices and Mindfulness this group will delve into

Four Core Competencies:

Self-Efficacy
Growth Mindset
Social Awareness
Self-Management

Earn 2 CEU's

Section One (Monday):

Section Two (Thursdays):

OR

*This is a closed group, no drop-ins. Must attend all 9 meetings to earn CEU certificate.

Questions? Contact: Caroline Morton

- Professional Development
- Wellness Program
- Teacher Consultation

SLS Team

Caroline Morton, MFT
Krysta Banazek, MFT

Jane Kinsley, MFT (Pilarcitos)
Peggy Farrell, MFTi (El Granada)
Cori Ford, MFTi (Farallone View)
Reika Faust, MFTi (Pilarcitos/Hatch)
Phil Gratz, MFTi (Cunha)
Tara Abrams, MSW (HMBHS)
Diana Luykx, MSW (SPED/Kings Mtn.)

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☒ **INFORMATION**

BOARD AGENDA NUMBER: 11.b

BOARD AGENDA ITEM: Receive Report and Recommendations from the Dyslexia Advisory Committee

DEPARTMENT: Educational Support Services

CONTACT PERSON: Holly Wade, Ph.D., Assistant Superintendent, Educational Support Services

BACKGROUND INFORMATION:

In 2015, the California General Assembly passed Assembly Bill No. 1369 requiring the California Department of Education (CDE) to develop program guidelines for educating students with dyslexia. In October 2017, the CDE delivered the final draft to the public to help educators and parents to plan, provide, evaluate, and improve educational services to students who have dyslexia. The California Dyslexia Law requires that districts develop and implement appropriate universal screening procedures, identification processes and a provision of services for students with dyslexia. Given national estimates of the prevalence of dyslexia at, conservatively, 3%-5%, this lack of service to students with dyslexia may explain the relatively low overall performance on statewide assessments and suggests at a minimum a more comprehensive approach to addressing screening measures, reading instruction, evidenced based materials and training. While the International Dyslexia Association (IDA) suggests that perhaps as many as 15–20% of the population as a whole—have some of the symptoms of dyslexia, including slow or inaccurate reading, poor spelling, poor writing, or mixing up similar words, the imperative for a comprehensive plan to address this in Cabrillo Unified is clear.

In response to this need, during the 2018-19 school year, the Assistant Superintendent of Educational Support Services convened the Cabrillo Unified School District Dyslexia/Literacy Advisory Committee to develop a district-wide approach to supporting students with dyslexia and literacy needs. The team also included: three Education Specialists, four Reading Intervention specialists (including a Spanish Immersion Specialist), two school principals, one parent, and three General Education Teachers. The Advisory Members reviewed research-based practices to address dyslexia and relied heavily on the guidance of the California Dyslexia Guidelines and guidance from the International Dyslexia Association (IDA).

The IDA defines dyslexia as "a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities which may result in reduced reading comprehension and can impede the growth of vocabulary and the background knowledge which is essential for the comprehension of higher order texts." *(Lyon, Shaywitz & Shaywitz, 2003).*

The Committee has identified essential elements to ensure appropriate intervention and action for addressing students with dyslexia in our schools. Setting Expectations, providing Leadership, committing Resources, Engagement of stakeholders, Training for staff, and ongoing Support.
As a part of our strategic education plan, the Committee recognized that the first goal of the Cabrillo Unified School District's Local Control Accountability Plan (LCAP) addresses the literacy of our students. Given recent guidance and the scientific evidence, CUSD believes that early identification and intervention of students, that are below grade in their reading levels are critical to the success of our students and may mitigate, in part, the overidentification of students referred for special education assessments prematurely. The Advisory Committee recognizes that it is important to note that the responsibility for teaching students with dyslexia is shared by both the general education classroom teacher and any specialists assigned to work with the student. Therefore, it is our goal to develop processes and procedures to effectively identify and address dyslexia comprehensively to ensure that all students read on grade level.

REPORT/PROPOSAL:

The purpose of bringing this to the Board is to communicate our continued efforts to meet the needs of students in the District with reading/literacy needs at the earliest level with efficacious instruction and intervention from highly trained staff.

FINANCIAL IMPACT:

Financial impact is included in the budget at this time.

RECOMMENDATION:

Receive report from The Dyslexia Advisory Committee.

Report to the Governing Board
Dyslexia Advisory Committee

Cabrillo Unified School District
Division of Educational Support Services

Holly Wade, Ph.D.
Assistant Superintendent
May 16, 2019

Committee Members

Thea Wallach
Rachael Sage
Marianne Benson
Chris Dobie
Misty Veloso
Laura Butterfoss
Diane Siegal
Martha Ladd
Ana Leyva
Emilie Jobson
Shannon Murray
Holly Wade

Our Charge

To develop processes and procedures to effectively identify and address dyslexia comprehensively to ensure that all students read on grade level.

Recognize the responsibility for teaching students with dyslexia are shared by both the general education classroom teachers and any specialists assigned to work with the student.

Defining Dyslexia:

International Dyslexia Association Prevalence

"Dyslexia is a specific learning disability that is neurological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities."

It is estimated that 15–20% of the population as a whole—have some of the symptoms of dyslexia, IDA.

Defining Dyslexia

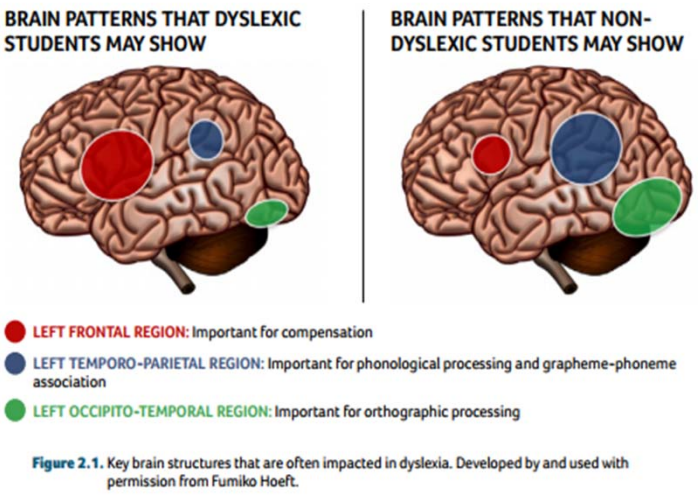


Figure 2.1. Key brain structures that are often impacted in dyslexia. Developed by and used with permission from Fumiko Hoeft.

New Law: AB 1369 CDE, 2015

Included the addition of Phonological Processing to the description basic psychological processes

- California State Guidelines (2017) include:
  - Characteristics of students with Dyslexia
  - Characteristics of students with normal growth and development
  - Strategies to support students with Dyslexia
  - Identification and education of students with Dyslexia

2019-20 Global Objectives

Continue the work of the Dyslexia Advisory Committee

Monitor and evaluate the effectiveness of the plan using a continuous improvement cycle

Provide ongoing parent education series in the area of dyslexia and related disorders

2019-20 Site Level Intervention

- Universal Screener District Wide
  - K-2 2019 Fall, Winter, Spring
- Universal Supports in General Education
  - Tier 1
- Reading Intervention

  Referral to a Child Study Team Process
  - Tier 2 (Push In)
  - Tier 3 (Pull Out)

  Referral/Assessments for Special Education
  - TEAMS: School Psychologist / Speech and Language Specialists, Education Specialist

Essential Elements for Success #readby3

Setting Expectations

Providing Leadership

Committing Resources

Engagement of Stakeholders

Training for Staff

Ongoing Support

Every Student, Every Day

Thank you for your support !

- It is an honor to serve this community, its children and you.
- Gratitude to the many hours of dedicated time and expertise of the committee members, please join me again, in thanking them.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.a

BOARD AGENDA ITEM: Approve Certificated Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: Holly Wade, Ph.D., Assistant Superintendent, Educational Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. OFFER OF EMPLOYMENT FOR CERTIFICATED ADMINISTRATOR

Shannon Cosgrave, School Psychologist, Cunha Intermediate School, effective August 5, 2019.

2. PROMOTION

James Barnes, Principal, Cunha Intermediate School, formerly Assistant Principal, Half Moon Bay High School, effective May 1, 2019.

3. OFFER OF PROBATIONARY EMPLOYMENT FOR 2019-2020

Hannah Carney, Agriculture Teacher, Half Moon Bay High School, effective August 12, 2019.

Gary Irwin, Mathematics Teacher, Half Moon Bay High School, effective August 12, 2019.

Theresa Janzen, English Teacher, Half Moon Bay High School, effective August 12, 2019.

Sarah Wilhelms, 0.2 FTE School Counselor, Cunha Intermediate School, effective August 12, 2019.

4. RESIGNATION

Jae Ok Kim, Mathematics Teacher, Half Moon Bay High School, effective June 14, 2019.

5. REQUEST FOR REDUCED CONTRACT FOR 2019-2020

Stacy Ferguson, 0.8 FTE School Counselor, Cunha Intermediate School, formerly 1.0 FTE School Counselor, Cunha Intermediate School, effective August 12, 2019.

Cheri Robison, 0.67 FTE Language Arts Teacher, formerly 1.0 FTE Language Arts Teacher, Cunha Intermediate School, effective August 12, 2019.

6. LEAVE OF ABSENCE REQUEST FOR 2019-2020

Leah Murray, 4th Grade Teacher, Farallone View Elementary School, effective July 1, 2019.

7. REASSIGNMENT

Raj Bechar, Mathematics Teacher, Cunha Intermediate School, formerly Principal, Pilarcitos High School, effective August 12, 2019.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Certificated Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.b

BOARD AGENDA ITEM: Approve Classified Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: Holly Wade Ph.D., Assistant Superintendent, Education Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. **OFFERS OF EMPLOYMENT FOR 2018-2019**

   Christina Dobbins, School Bus Driver, Transportation Department, effective April 2, 2019.

   Jennifer Evans, School Bus Driver, Transportation Department, effective April 1, 2019.

   Georgette Pell, Health Aide, Multiple Sites, effective May 6, 2019.

2. **RESIGNATION**

   Sarah Ahern, Campus Security Assistant, Half Moon Bay High School, effective June 13, 2019.

   Isilda Freitas, Paraprofessional Special Education II, Cunha Intermediate School, effective May 8, 2019.

   Jacob Rutledge, Custodian II, El Granada Elementary School, effective May 15, 2019.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Classified Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.c

BOARD AGENDA ITEM: Approve Donations to Cabrillo Unified School District

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly donation reports.

REPORT/PROPOSAL:

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

HALF MOON BAY HIGH SCHOOL	**$1,230**
Lloyd Connors Memorial Scholarship	
Barbara J. Hedrick-Connors	**$500**
Coastside Running Club Scholarship	
Omar Droubi	**$240**
Paula M. Leuzzi	**$140**
High Point Roofing Service	**$50**
Cesare Rotundo, Veronica Ravot-Licheri	**$50**
Prom Club	
Mercado Mi Familia	**$250**

FINANCIAL IMPACT:

There is no financial impact to the District.

RECOMMENDATION:

Approve donations to Cabrillo Unified School District.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.d

BOARD AGENDA ITEM: Accept Enrollment Reports: Seventh and Eighth Months 2018-2019 School Year

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly enrollment reports.

REPORT/PROPOSAL:

The enrollment report for the seventh and eighth months of the 2018-2019 school year are being presented to the Governing Board for information.

FINANCIAL IMPACT:

There is no financial impact to the District.

RECOMMENDATION:

Accept enrollment reports for the seventh and eighth months of the 2018-2019 school year.

CABRILLO UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. 7 **Date:** 3/22/2019

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	9	10	11	0	-	-	-	0	30
K	62	53	80	5	-	-	-	0	200
1	69	55	76	13	-	-	-	0	213
2	53	48	93	8	-	-	-	0	202
3	52	49	98	12	-	-	-	0	211
4	65	43	100	11	-	-	-	0	219
5	76	48	109	9	-	-	-	0	242
6	-	-	-	-	224	-	-	0	224
7	-	-	-	-	254	-	-	0	254
8	-	-	-	-	262	-	-	0	262
9	-	-	-	-	-	268	0	3	271
10	-	-	-	-	-	245	3	3	251
11	-	-	-	-	-	242	12	7	261
12	-	-	-	-	-	206	27	11	244
Total Regular Enrollment	386	306	567	58	740	961	42	24	3084
SDC Student Enrollment	16	0	0	0	21	16	0	0	53
TOTAL ENROLLMENT	**402**	**306**	**567**	**58**	**761**	**977**	**42**	**24**	**3137**
Total Enrollment as of 3/30/18	408	319	581	72	791	965	34	27	3197
Difference between 3/30/18 Total Enrollment and 3/22/19 Total Enrollment	**-6**	**-13**	**-14**	**-14**	**-30**	**12**	**8**	**-3**	**-60**
Total Enrollment as of 2/15/19	405	306	563	59	766	980	42	21	3142
Difference between 2/15/19 Total Enrollment and 3/22/19 Total Enrollment	**-3**	**0**	**4**	**-1**	**-5**	**-3**	**0**	**3**	**-5**

CABRILLO UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. **8** **Date:** **4/26/2019**

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	9	10	11	0	-	-	-	0	30
K	62	53	79	5	-	-	-	0	199
1	69	54	75	13	-	-	-	0	211
2	53	48	93	8	-	-	-	0	202
3	52	49	99	12	-	-	-	0	212
4	65	43	99	11	-	-	-	0	218
5	76	50	110	9	-	-	-	0	245
6	-	-	-	-	224	-	-	0	224
7	-	-	-	-	255	-	-	0	255
8	-	-	-	-	262	-	-	0	262
9	-	-	-	-	-	268	0	3	271
10	-	-	-	-	-	242	3	3	248
11	-	-	-	-	-	242	11	8	261
12	-	-	-	-	-	205	26	10	241
Total Regular Enrollment	386	307	566	58	741	957	40	24	3079
SDC Student Enrollment	16	0	0	0	21	15	0	0	52
TOTAL ENROLLMENT	**402**	**307**	**566**	**58**	**762**	**972**	**40**	**24**	**3131**
Total Enrollment as of 5/04/18	408	320	581	72	792	955	38	29	3195
Difference between 5/04/18 Total Enrollment and 4/26/19 Total Enrollment	**-6**	**-13**	**-15**	**-14**	**-30**	**17**	**2**	**-5**	**-64**
Total Enrollment as of 3/22/19	402	306	567	58	761	977	42	24	3137
Difference between 3/22/19 Total Enrollment and 4/26/19 Total Enrollment	**0**	**1**	**-1**	**0**	**1**	**-5**	**-2**	**0**	**-6**

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.e

BOARD AGENDA ITEM: Approve Declaration of District Property as Surplus

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND:

The Governing Board recognizes the need to continually enhance student learning by providing access to high quality textbooks, equipment and other instruction materials.

From time to time, the District identifies furniture and equipment that is no longer needed. These items are catalogued and a notice is sent to the school sites advertising the free distribution of these items. The remaining items are then brought to the Board for the purpose of being declared surplus. This action allows us to either sell or donate the items.

REPORT/PROPOSAL:

The District has identified the following equipment no longer in working conditions:

- Carpet Cleaning Shampoo Van
- 34 HP Windows XP Computers (Model DC7600)

Once declared, "surplus," the items will be sold or donated as circumstances permit.
Request that the Governing Board declare the equipment listed above as surplus.

FINANCIAL IMPACT:

There may be a small positive financial impact to the General Fund.

RECOMMENDATION:

Declare the equipment listed as surplus.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.f

BOARD AGENDA ITEM: Approve Designation of Representatives to the California Interscholastic Federation League for the 2019-2020 School Year

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND INFORMATION:

The Education Code gives the authority for high school athletics to Governing Boards and also requires that the Boards designate their representatives to California Interscholastic Federation (CIF) leagues. (Ed.Code 33353(a)(1))

REPORT PROPOSAL:

The designation/appointment of a representative to the CIF league is required each year. The Half Moon Bay High School representatives to the CIF league for 2019-2020 school year are Mr. John Nazar - Principal, and Mr. Brendan Roth - Athletic Director. Ms. Deanna Tower - Assistant Principal, will also serve as the alternate.

FINANCIAL IMPACT:

No financial impact to the General Fund.

RECOMMENDATION:

Approve designation of representatives to the California Interscholastic Federation League for the 2019-2020 school year.

TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 15, 2019

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2019-2020**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2019 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2019-2020 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2019.**

Cabrillo Unified School District/Governing Board at its May 16, 2019 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2019-2020 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Half Moon Bay High School
NAME OF REPRESENTATIVE Brendan Roth POSITION Athletic Director
ADDRESS 1 Lewis Foster Drive CITY Half Moon Bay ZIP 94019
PHONE 650-712-7112 FAX 650-726-0279 E-MAIL rothb@cabrillo.k2.ca.us

****

NAME OF SCHOOL Half Moon Bay High School
NAME OF REPRESENTATIVE John Nazar POSITION Principal
ADDRESS 1 Lewis Foster Drive CITY Half Moon Bay ZIP 94019
PHONE 650-712-7112 FAX 650-726-0279 E-MAIL nazarj@cabrillo.k2.ca.us

****

NAME OF SCHOOL Half Moon Bay High School
NAME OF REPRESENTATIVE Deanna Tower POSITION Assistant Principal
ADDRESS 498 Kelly Avenue CITY Half Moon Bay ZIP 94019
PHONE 650-712-7112 FAX 650-726-0279 E-MAIL towerd@cabrillo.k2.ca.us

****

NAME OF SCHOOL
NAME OF REPRESENTATIVE POSITION
ADDRESS CITY ZIP
PHONE FAX E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Signature

Address 498 Kelly Avenue City Half Moon Bay Zip 94019

Phone 650-712-7112 Fax 650-726-0279

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.

CIF SECTION OFFICES

CIF CENTRAL SECTION
Jim Crichlow, Commissioner
P.O. Box 1567
Porterville, CA 93258
Phone: (559) 781-7586
Fax: (559) 781-7033

CIF CENTRAL COAST SECTION
Duane Morgan, Commissioner
333 Piercy Road
San Jose, CA 95138
Phone: (408) 224-2994
Fax: (408) 224-0476

CIF LOS ANGELES SECTION
John Aguirre, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Fax: (818) 767-0802

CIF NORTH COAST SECTION
Gil Lemmon, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Fax: (925) 263-2120

CIF NORTHERN SECTION
Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Fax: (530) 343-5619

CIF OAKLAND SECTION
Sonjha Phillips, Commissioner
1000 Broadway, Ste. 150
Oakland, CA 94607
Phone: (510) 879-2846
No fax number

CIF SAC-JOAQUIN SECTION
Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Fax: (209) 334-0300

CIF SAN DIEGO SECTION
Jerry Schniepp, Commissioner
3636 Camino Del Rio North #200
San Diego, CA 92108
Phone: (858) 292-8165
Fax: (858) 292-1375

CIF SAN FRANCISCO SECTION
Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION
Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Fax: (562) 493-6266

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.g

BOARD AGENDA ITEM: Approve and Adopt Minutes of April 8, 2019 Regular Governing Board Meeting

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND INFORMATION:

The Governing Board routinely reviews and approves minutes from all regular meetings and special sessions.

REPORT/PROPOSAL:

The unadopted minutes from the April 8, 2019 regular Governing Board meeting are included in this Board packet for consideration.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve and adopt minutes of April 8, 2019 regular Governing Board meeting.

Governing Board Meeting Agenda

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT
District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94109
April 8, 2019 7:00 PM
(Closed Session 6:00 PM)

Board Members Present:	Ms. Sophia Layne, President Ms. Kimberly Hines, Vice President Ms. Lizet Cortes, Clerk to the Governing Board Ms. Mary Beth Alexander, Member Ms. Freya McCamant, Member
Administrators at the Table:	Ms. Jane Yuster, Superintendent Ms. Joy Dardenelle, Assistant Superintendent Ms. Holly Wade, Ph.D., Assistant Superintendent Ms. Crystal Leach, Chief Business Official
Student Board Representative:	Miss Lauren DuBose, Student Board Representative

1. CALL TO ORDER - 6:00 PM

2. ROLL CALL / QUORUM

___ Ms. Sophia Layne, President
___ Ms. Kimberly Hines, Vice President
___ Ms. Lizet Cortes, Clerk to the Governing Board
___ Ms. Mary Beth Alexander, Member
___ Ms. Freya McCamant, Member

3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

4. RECESS TO CLOSED SESSION – 6:01 PM

5. RECONVENE OPEN SESSION – 7:00 PM

The Governing Board met in closed session from 6:01 PM to 6:59 PM. No action reported.

6. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Sophia Layne, Governing Board President.

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

Motion to approve the agenda as presented/amended by Member Kimber Hines and seconded by Member Lizet Cortes.

(M-84) Passed 5-0 with Student Representative voting aye

8. STUDENT / STAFF / COMMUNITY RECOGNITION

The Governing Board recognized the following Half Moon Bay High School students:

- Lani Southern for being named finalist for the National Merit Scholarship
- John Lichtenberg for being named finalist for the National Merit Scholarship
- Llisel Badajos for receiving the Every Student Succeeding Award and Scholarship from ACSA Region 5

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

None.

10. REPRESENTATIVE REPORTS

None.

11. REPORTS / INFORMATION / PRESENTATIONS

a. Receive Report on Career Readiness included in the District Strategic Education Plan - Goal 2

Ms. Joy Dardenelle, Assistant Superintendent, Curriculum and Instruction, Mr. Raj Bechar, Principal of Pilarcitos Continuation High School/Alternative Education, and Mr. James Barnes, Assistant Principal of Half Moon Bay High School, presented to the Governing Board a report on Career Readiness included in the District Strategic Education Plan - Goal 2.

b. Receive Special Education Services Report

Holly Wade, Ph.D., Assistant Superintendent, Educational Support Services, presented to the Governing Board a report on Special Education Services.

12. DISCUSSION ITEMS

a. Discuss Board Member Representation at End-of-the-Year School-Based Ceremonies

The Governing Board discussed and took assignments for representation at the end of year school based ceremonies.

b. Third Public Hearing to Solicit Public Input on Draft Maps of Trustee Areas

Ms. Claire Cunningham, Chief Deputy County Counsel, County of San Mateo, presented the draft of Trustee Areas maps.

President Sophia Layne opened Public Hearing at 9:19 PM. After discussion by the Governing Board and hearing no comments from the public, the public hearing was closed at 9:20 PM

13. COMMUNICATIONS

a. Board Members

Member Freya McCamant said she attended the Half Moon Bay High School musical, Mamma Mia! and that it was wonderful to see students shining in other areas. Ms. McCamant said she also attended the Community Advisory Group meeting for the Special Education Program.

Member Lizet Cortes said she attended the Hatch Movie Night and also Hatch Open House. She said that it was amazing to walk to the different classrooms to see the students' art.

Member Kimberly Hines said she attended the Half Moon Bay High School musical, Mamma Mia! and the High School Music Concert. She said that it was wonderful to see all the different ensembles and performing groups. Ms. Hines said she is hoping to get a point of contact at each schools for the Visual and Performing Arts Committee.

Member Mary Beth Alexander said she meet with Ms. Jane Yuster and learned about the Migrant Program and families' eligibility.

Member Sophia Layne said she attended Kings Mountain Financial Presentation and commended Crystal Leach for a fantastic presentation. She said she attended the Praesidium training and she is looking forward to improve the District communication with School Messenger implementation. Ms. Layne also said that the Board continues with the Superintendent Search with a Special Board Meeting scheduled on April 23 to review candidates' applications.

b. Student Board Member

El Granada Elementary School

Our annual auction was a big success having raised the most money ever. A big thank you to Yasmin East-Bratt who was our enthusiastic chairperson and her committee of committed parents. Also, thank you to Superintendent Yuster for coming to the event and joining in on all the auction fun. This week is El Granada's Spirit week. All our students will be able to participate in fun dress-up days each day this week. Today was Crazy Hair Day. On Wednesday, Ms. Ladd will be hosting Coffee with the Principal at 8:00 am in the school library. The topic will be about common core instruction. On Thursday, we will be acknowledging all our great SWIM-ers with a bubble gum bubble dance party. Typically, 95% of our students are referral free each month and the dance party is our school's way of saying: Way to go Dolphins!

Hatch Elementary School

Spring Soiree was held on Friday, March 29 afternoon with a huge success and high attendance. We hosted DJ Beech with amazing music. A variety of snacks were offered in a Spring ambiance. Thank you so much to our PTO parents for organizing this fun event. Hatch already hosted its 2018-2019 school year Open House on March 27th. There was an art exhibition in the multi-use room where students' work was displayed. All these amazing work

pieces were done through Art In Action program. Also, families had the opportunity to visit their child's classroom to see work samples and art projects. It is time for our fantastic Talent Show!!! Hatch Talent show will be on Friday, April 26. Rehearsals already started and it is looking really good. We are all looking forward to this magnificent production to enhance the talents of our students. Do not miss it! Hatch is still hosting Zumba night. Our families and community members have the opportunity to get rid of the stress by attending our weekly Zumba class every Tuesday. Stay tuned because Yoga class is coming soon after Spring Break. Thanks to Mind Body Moms!

Kings Mountain Elementary School

Spring is a busy time of year and Kings Mountain School is no exception. These are just the highlights of all the great fun and learning happening on the Mountain. On March 21, Ginger Thomson, Executive Director of Felidae, returned with the Bay Area Puma Project for the Science Lab of their 3-part program. Students explored predator-prey interactions and the effects of human development on the natural balance of deer and mountain lions through games and using an online simulator. On March 28th families arrived to school for a Waffles Welcome to kick off our morning Student-Author Celebration. Our young authors, with great courage and poise, read a written work of choice to family and friends. Each family went home with a Kings Mountain School Lion’s Roar Magazine, Writing Celebration Edition which includes writing from each Kings Mountain student. The inspired pieces are a product of learning in each of your classroom’s Writing Workshops.

On April 3, as part of our Changing Perspectives Unit on Learning Differences, Jon Lowings joined us as a guest speaker. Jon, a former KMES kindergarten teacher, shared his experiences with dyslexia and activities for students to experience the challenges of tasks designed for specific abilities, that not all possess. Jon emphasized that we all have differences, and those we cannot see, require the same kindness, understanding and inclusiveness. It was a great finish to our unit! Our final Changing Perspectives Unit for the year is on Autism. On Friday, our 4/5 class went on a Field Trip to Alcatraz through a grant from Philanthropic Ventures Foundation. Our K/1 class baked pizza this morning at It's Italia. We will be Making Music on the Mountain this Thursday evening, April 11th, with KM students and Paul Godwin, our music teacher. We are excited to follow student performances, for the first time, with a Musical Open Mic for our KM community. Board members are invited to join us on the Mountain for music at 6PM!

Cunha Intermediate School

At Cunha, it is a busy time of the year as we end this year and start planning for next year.
Some events in the next month include the following:
Final plans for the Youth Summit in May (with the H.S.)
A Holocaust Survivor Speaker will speak to the 8th graders on April 10
The Santa Cruz Boardwalk Honor Roll Field Trip will take place on April 23
The Science Dept. Field Trip to Fitzgerald Marine Reserve will be on April 24 - 26
The Avid class Field Trip to Oakland A's Front Office Management Team and followed by a game takes place on May 9

Pilarcitos High School

At Pilarcitos High School, the school year is already in its 4th quarter. The students and staff have been working hard and staying busy learning and earning credits towards graduation. Two weeks ago, we hosted our 5th annual Life Skills at Pilarcitos High School. This amazing week is facilitated by volunteers from our local Rotary and Chamber of

Commerce. Students learned how to make a solid resume, develop a sound financial plan for their future, be a responsible digital citizen and what is really behind the scenes of human resources. The week ended with mock interviews given by local professionals where students had the opportunity to dress the part, give a firm handshake and employ all of the interviewing skills they learned during the week. Lastly, don't forget to come out and support during our 2nd Annual Coyote Fest Art & Music Festival coming up on Saturday, May 11 from 12:00-4:00 pm. There will be food, live music, art, games, and a very special silent auction!

Half Moon Bay High School

Half Moon Bay High School has had a busy spring season. We ended the 3rd quarter a couple of weeks ago, which means we are in the final stretch of the school year. The spring musical, Mamma Mia! was a huge success. People from all over came to support our high school production, and I'm sure those ABBA songs were stuck in their heads after they watched our talented students perform on stage. Our music department had their spring concert last week. The concert had performances from the jazz band, chorale group, marching band, and concert band. Our WASC visit is complete, and our staff and students worked together to have a successful evaluation. Leadership had a fun spirit week that included our spirit assembly. We had some friendly competition between the different grade levels, a special performance from our very own teacher band, the prom theme reveal, and more. HMBHS wishes everyone a great spring break!

c. Superintendent

Superintendent Yuster said she completed her last school auctions and they were fantastic. Ms. Yuster also mentioned that in a few minutes the Board will partake in some political activism and that she feels very proud of this Community for the amount of activism. She thanked the Board for allowing the resolutions and thanked everyone for the continued activism and exciting work.

14. CONSENT ITEMS

a. Approve Certificated Personnel Report
b. Approve Classified Personnel Report
c. Approve the Intent to Submit a Declaration of Need for Fully Qualified Educators for 2019-2020
d. Approve Family Services Specialist Changes to Job Description and Salary Range
e. Accept Donations to Cabrillo Unified School District
f. Approve Quarterly Report on Williams Uniform Complaints (Education Code §35186)
g. Approve and Adopt Minutes of March 6, 2019 Special Governing Board Meeting and March 14, 2019 Regular Governing Board Meeting

Motion to adopt consent items as presented was made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-85) Passed 5-0 with Student Representative voting aye

At 9:49 PM. Member Sophia Layne requested motion to continue pass the 10:00 PM curfew. Motion made by Member Kimberly Hines and seconded by Member Freya McCamant.

(M-86) Passed 5-0 with Student Representative voting aye

15. ACTION ITEMS

a. Adopt Resolution No. 02-19: Establishing and Implementing Trustee Area District Elections for Board Members Pursuant to Elections Code Section 10010

Motion to adopt Resolution No. 02-19: Establishing and Implementing Trustee Area District Elections for Board Members pursuant to Elections Code Section 10010 was made by Member Freya McCamant and seconded by Member Kimberly Hines.

(M-87) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

b. Adopt Resolution No. 03-19: AB 428 Funding for Children with Disabilities

Motion to adopt Resolution No. 03-19: AB 428 Funding for Children with Disabilities was made by Member Mary Beth Alexander and seconded by Member Freya McCamant.

(M-88) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

c. Adopt Resolution No. 04-19: Calling for Support of AB 39 to Increase Local Control Funding for California's Public Schools

Motion to adopt Resolution No. 04-19: Calling for Support of AB 39 to Increase Local Control Funding for California's Public Schools was made by Member Freya McCamant and seconded by Member Kimberly Hines

(M-89) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

d. Sign Letter of Support for SCA 5, Lowering the Threshold for Parcel Tax

Motion to sign letter of support for SCA 5, Lowering the Threshold for Parcel Tax was made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-90) Passed 5-0 with Student Representative voting aye

e. Sign Letter of Support for AB 1322, Office of School-Based Health Programs

Motion to sign letter of support for AB 1322, Office of School-Based Health Programs was made by Member Lizet Cortes and seconded by Member Kimberly Hines.

(M-91) Passed 5-0 with Student Representative voting aye

f. Adopt Resolution No. 05-19: Support of Autism Awareness Month

Motion to adopt Resolution No. 05-19: Support of Autism Awareness Month was made by Member Kimberly Hines and seconded by Member Freya McCamant.

(M-92) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

g. Adopt Resolution No. 06-19: Certificated and Classified Employees Week

Motion to adopt Resolution No. 06-19: Certificated and Classified Employees Week was made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-93) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye
Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

h. Adopt Resolution No. 07-19: Declaration for Substitute CBEST Waiver

Motion to adopt Resolution No. 07-19: Declaration for Substitute CBEST Waiver was made by Member Freya McCamant and seconded by Member Kimberly Hines.

(M-94) Passed 5-0

ROLL CALL
Ms. Sophia Layne, President - aye
Ms. Kimberly Hines, Vice President - aye
Ms. Lizet Cortes, Clerk to the Governing Board - aye

Ms. Mary Beth Alexander, Member - aye
Ms. Freya McCamant, Member - aye

i. Approve Form J-13A Waiver Request for School Closures Due to Hazardous Air Quality from the November 2018 Camp Fire

Motion approve form J-13A waiver request for school closures due to hazardous air quality from the November 2018 Camp Fire was made by Member Lizet Cortes and seconded by Member Mary Beth Alexander.

(M-95) Passed 5-0 with Student Representative voting aye

j. Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

Motion to approve BP 5141.52, BP 5144, BP 5146, BP 5148.3, BP 6170.1, BP 6175, BP 6190, BB 9322 and BB 9324 as presented was made by Member Mary Beth Alexander and seconded by Member Kimberly Hines.

(M-96) Passed 5-0 with Student Representative voting aye

18. ADJOURNMENT OF THE MEETING

Motion to adjourn made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-97) Passed 5-0 with Student Representative voting aye

Meeting was adjourned at 10:18 PM

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Jane Yuster, Secretary to the Governing Board

Certified by:

_____ _____

Lizet Cortes
Clerk to the Governing Board

Date

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.a

BOARD AGENDA ITEM: Adopt Fiscal Year-End Resolution No. 08-19: Appropriating Ending Balance to a Reserve

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

Every year, the Governing Board adopts the following resolution allowing the Business Office to perform the accounting necessary to close the previous fiscal year books. By adopting this resolution at this time, the Business Office does not have to call a Special Governing Board Meeting to accomplish this task.

A. Resolution No. 08-19: Appropriating Ending Balance to a Reserve.

   Establishes a reserve account and appropriates any funds not already appropriated. This action allows the appropriation of all ending balance amounts to a reserve account, thereby eliminating the ending balance from being subject to the Gann Limitation in the next fiscal year.

REPORT/PROPOSAL:

Fiscal, year-end resolution is presented for Governing Board approval.

FINANCIAL IMPACT:

There is no financial impact. Appropriations will be presented with unaudited actuals.

RECOMMENDATION:

Adopt Fiscal Year-End Resolution No. 08-19: Appropriating ending balance to a reserve.

RESOLUTION NO. 08-19
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

RESOLUTION FOR APPROPRIATING ENDING BALANCE TO A RESERVE

WHEREAS, all public agencies including school districts must appropriate revenues pursuant to Article XIIIB of the California Constitution; and,

WHEREAS, Section 2 of Article XIIIB requires that any revenues not appropriated in compliance with the Article be returned through a revision in tax rates or fee schedules; and,

WHEREAS, Section 5 of Article XIIIB allows an entity of government, including a school district, to establish a reserve and that contributions made to such a reserve are considered to be appropriations subject to the limitations of Article XIIIB in the year in which the contribution is made and that expenditures of withdrawals from such a reserve are not subject to the limitations of Article XIIIB; and,

WHEREAS, the district wishes to ensure that all revenues received during the 2018-2019 fiscal year have been appropriated and, furthermore, that such revenues not be subject to limitation in any future fiscal year;

NOW, THEREFORE, BE IT RESOLVED that, at the close of the 2018-2019 fiscal year any moneys from revenues and beginning balances not expended during the fiscal year are hereby appropriated to a Reserve Account within the General Fund, as authorized by Section 5 of Article XIIIB of the California Constitution.

REGULARLY passed and adopted this 16th day of May, 2019 Resolution No. 08-19 by the Governing Board, of Cabrillo Unified School District, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Freya McCamant:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by

_____ _____

Lizet Cortes Date
Clerk to the Governing Board
Cabrillo Unified School District

I hereby certify under penalty of perjury that the forgoing is a full, true, and correct copy of the Resolution duly adopted by the Governing Board on May 16, 2019.

Resolution No. 08-19 Continued;

Jane Yuster Secretary to the Governing Board Cabrillo Unified School District	Date
Nancy Magee County Superintendent of Schools	Approved/Filed Date

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.b

BOARD AGENDA ITEM: Adopt Fiscal Year-End Resolution No.09-19: Budgetary Increases and Transfers at Year-End

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

Every year, the Governing Board the following resolution allowing the Business Office to perform the accounting necessary to close the previous fiscal year books. By adopting this resolution at this time, the Business Office does not have to call a Special Governing Board Meeting accomplish these tasks.

A. Resolution No. 09-19: Budgetary Increases and Transfers at Year-End

   Fiscal year-end posting of warrants, liabilities or both may cause overages in expenditure Accounts that will need budget transfers between major objects or reserve accounts. District governing board must approve budget revisions and transfers to any over expended major object of expenditure. Resolution authorizes the Chief Business Official to implement any necessary changes on behalf of the Governing Board.

REPORT/PROPOSAL:

Fiscal, year-end resolution is presented for Governing Board approval.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

Adopt Fiscal Year-End Resolution No. 09-19: Budgetary increases and transfers at year-end.

RESOLUTION NO. 09-19
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

RESOLUTION FOR BUDGETARY INCREASES AND TRANSFERS AT YEAR-END

WHEREAS Education Code Section 42600 limits school district expenditures in each major expenditure classification to the total budgeted amount, as approved by the Board of Trustees of the school district,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in accordance with Education Code Sections 42601 and 85201, does hereby authorize the San Mateo County Superintendent of Schools to make transfers between the unappropriated fund balance and expenditure classifications, and to transfer budgeted amounts between expenditure classifications, as necessary to permit payment of obligations of the district for fiscal year 2018-2019; and,

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees be instructed to prepare two copies of this resolution and present them to the County Superintendent of Schools for approval.

REGULARLY passed and adopted this 16th day of May, 2019 Resolution No. 09-19 by the Governing Board, of Cabrillo Unified School District, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Freya McCamant:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by

_____ _____
Lizet Cortes Date
Clerk to the Governing Board
Cabrillo Unified School District

I hereby certify under penalty of perjury that the forgoing is a full, true, and correct copy of the Resolution duly adopted by the Governing Board on May 16, 2019.

Resolution No. 09-19 Continued;

Jane Yuster
Secretary to the Governing Board
Cabrillo Unified School District

Date

Nancy Magee
County Superintendent of Schools

Approved/Filed Date

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.c

BOARD AGENDA ITEM: Approval to Award a Contract for Roof Replacement – Cunha Intermediate School

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

On June 5, 2012, the Coastside community approved Measure S authorizing the district to issue $81 million in bonds to fund a building program. One of several projects is the replacement of leaky roofs. The District's water proofing consultant has worked with the design architect and the design build entity for the recommendation and installation of the product and application for this project. Roofing project will be completed this summer.

REPORT/PROPOSAL:

Construction schedule and Guaranteed Maximum Price.

FINANCIAL IMPACT:

There is no financial impact to the general fund.

RECOMMENDATION:

Approval to Award a Contract for Roof Replacement – Cunha Intermediate School

GUARANTEED MAXIMUM PRICE

Project Name: Cunha Building D Roof
600 Church Street, Half Moon Bay

Client: CUSD

Architect: ABA

Project Manager: Brian Azzopardi

Date: 5/6/2019

ITEM		DESCRIPTION	SUBCONTRACTOR		TOTAL
0		General Conditions	Blach Construction	$	398,085
1		Demolition and Roofing	Waterproofing Associates	$	736,817
2		Wood Framing & Carpentry Work	Blach Construction	$	426,996
3		Sheet Metal Flashings	Included in Roofing		INC
4		Caulking and Waterproofing	Valley Waterproofing	$	15,149
5		Painting	Bucher Painting	$	16,353
6		Specialties	N/A	$	-
7		Plumbing	Paragon Mechanical	$	8,038
8		HVAC	Paragon Mechancial	$	5,100
9		Electrical	Atlas Pellazzari	$	29,886
		SUBTOTAL		$	1,636,424
50		Subcontractor Default Insurance		$	15,909
51	1.00%	General Liability Insurance		$	16,364
52	0.60%	Builder's Risk		$	10,012
53	0.80%	Performance & Payment Bonds		$	17,561
54	4.5%	Fee		$	76,332
		SUBTOTAL		$	1,772,602
55	10%	Construction Contingency		$	177,260
56		Allowance #1	Overtime Allowance	$	100,000
57		Allowance #2	Unforeseen Conditions Allowance	$	150,000
58		Allowance #3	Provide Allowance Description		Allowance $
59		Allowance #4	Provide Allowance Description		Allowance $
60		Allowance #5	Provide Allowance Description		Allowance $
		TOTAL GUARANTEED MAXIMUM PRICE (GMP)		**$**	**2,199,862**

CLARIFICATIONS & EXCLUSIONS

Project Name:	Cunha Building D Roof 600 Church Street, Half Moon Bay
Client Name	CUSD
Architect Name	ABA
Project Manager Na	Brian Azzopardi
Date:	5/6/2019

CLARIFICATIONS

1. This project schedule is based on completing the project in phases per the phasing plan. The goal is to replace 100% of the roofing, however it has been agreed upon with CUSD that we will only demolish/replace the quantity of roofing material that will allow for school to start on time. If unforeseen conditions, weather, or any other condition arises that would prevent the roofing from being completed, that roofing will not be replaced until a later time.
2. The Plumbing and HVAC costs are held as potential costs for any work required that is not shown in the drawings. The plumbing costs would cover the replacement of the two gas lines through the roof that feed the two large heaters. There is no plan or direction to remove or replace any of the HVAC equipment.
3. The exisitng electrical on the roofs will be lifted/adjusted and re-installed as is to complete the roofing. There is no new electrical scope included in this pricing.
4. No plaster scope or waterproofing behind the plaster is including in this pricing.
5. Exploration of small roof areas was completed and no major water damage was found in the roof sheathing or framing. There is no specific direction for replacement of the wood sheathing or framing. If damage is found, sheathing mateirals will be evaluated by CUSD and Blach Cosntruction, and replaced in kind. If structural members need to be replaced, further evaluation and design will need to take place by the architect and structural engineer.
6. No project fencing is included in the pricing. The stair towers will be secured properly.
7. No hazardaous material removal is included in this GMP.

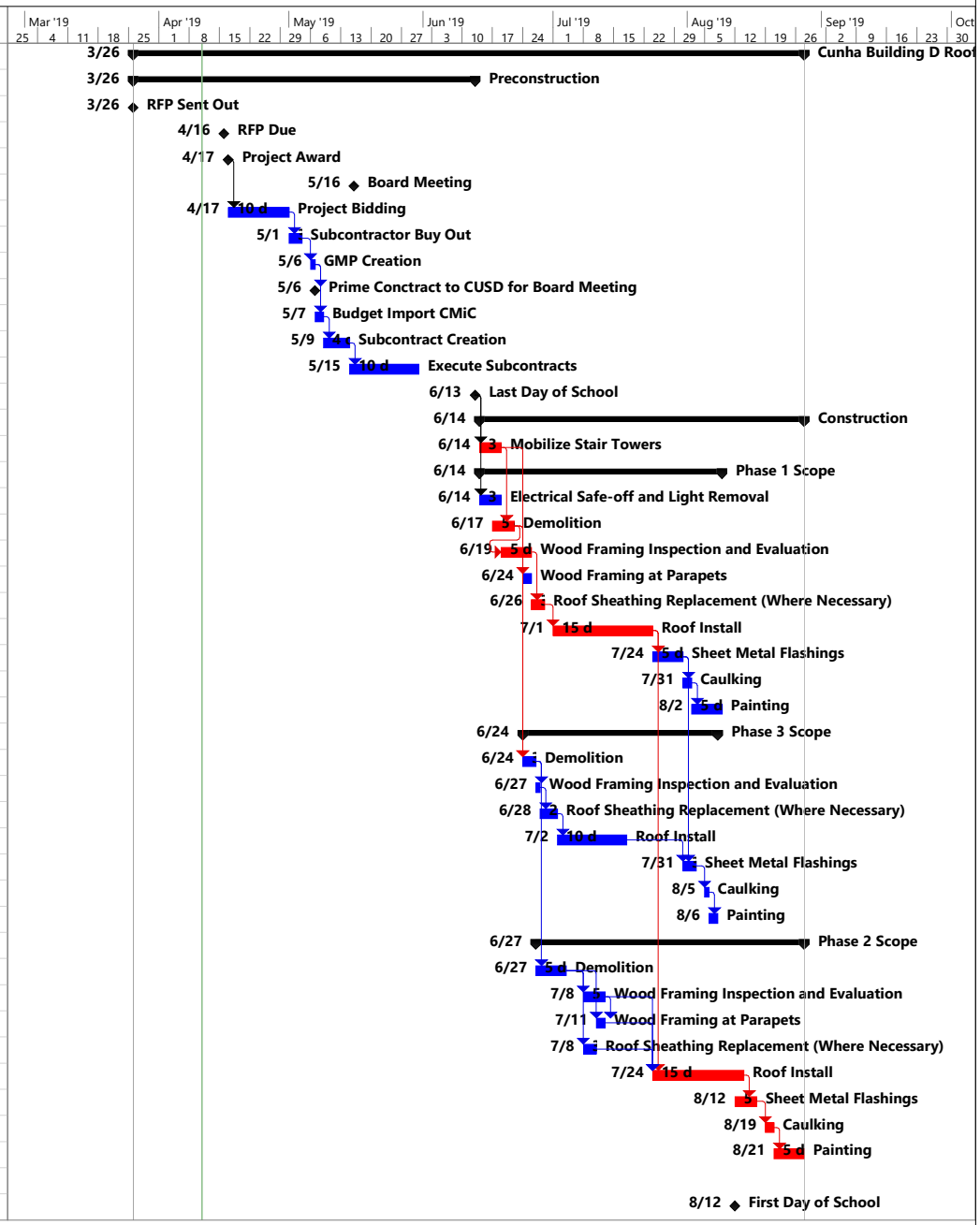
EXCLUSIONS

1. Building Utility costs will be paid by CUSD.
2. Hazmat testing and removal of materials.

BLACH CONSTRUCTION

Cunha Building C Rehabilitation
INC 1 & INC 2 Construction Schedule

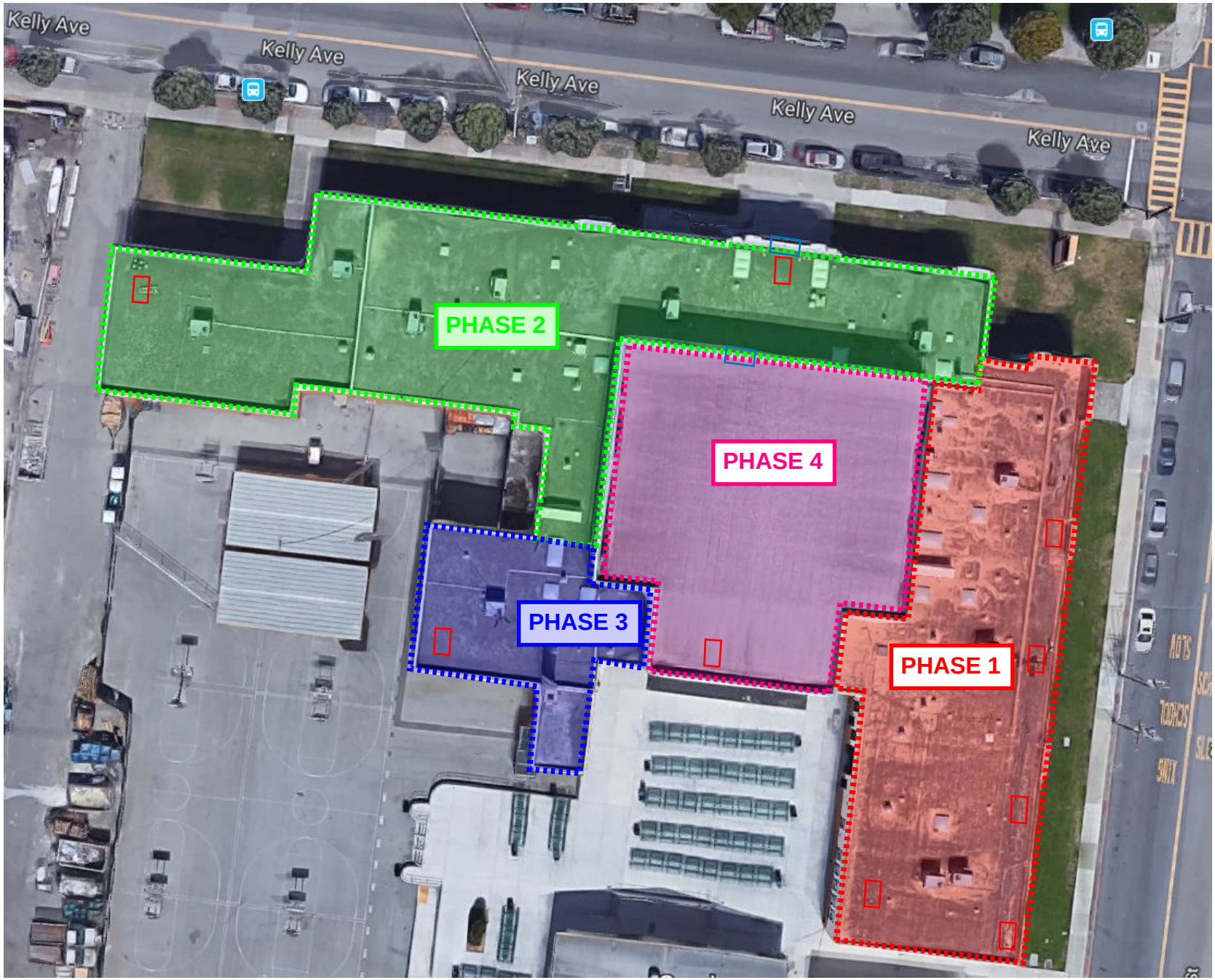
ID	Task Mode	Task Name	Duration	Start	Finish
1		**Cunha Building D Roof**	**107 d**	**Tue 3/26/19**	**Tue 8/27/19**
2		**Preconstruction**	**55 d**	**Tue 3/26/19**	**Thu 6/13/19**
3		RFP Sent Out	0 d	Tue 3/26/19	Tue 3/26/19
4		RFP Due	0 d	Tue 4/16/19	Tue 4/16/19
5		Project Award	0 d	Wed 4/17/19	Wed 4/17/19
6		Board Meeting	0 d	Thu 5/16/19	Thu 5/16/19
7		Project Bidding	10 d	Wed 4/17/19	Tue 4/30/19
8		Subcontractor Buy Out	3 d	Wed 5/1/19	Fri 5/3/19
9		GMP Creation	1 d	Mon 5/6/19	Mon 5/6/19
10		Prime Conctract to CUSD for Board Meeting	0 d	Mon 5/6/19	Mon 5/6/19
11		Budget Import CMiC	2 d	Tue 5/7/19	Wed 5/8/19
12		Subcontract Creation	4 d	Thu 5/9/19	Tue 5/14/19
13		Execute Subcontracts	10 d	Wed 5/15/19	Thu 5/30/19
14		Last Day of School	0 d	Thu 6/13/19	Thu 6/13/19
15		**Construction**	**51 d**	**Fri 6/14/19**	**Tue 8/27/19**
16		Mobilize Stair Towers	3 d	Fri 6/14/19	Tue 6/18/19
17		**Phase 1 Scope**	**38 d**	**Fri 6/14/19**	**Thu 8/8/19**
18		Electrical Safe-off and Light Removal	3 d	Fri 6/14/19	Tue 6/18/19
19		Demolition	5 d	Mon 6/17/19	Fri 6/21/19
20		Wood Framing Inspection and Evaluation	5 d	Wed 6/19/19	Tue 6/25/19
21		Wood Framing at Parapets	2 d	Mon 6/24/19	Tue 6/25/19
22		Roof Sheathing Replacement (Where Necessary)	3 d	Wed 6/26/19	Fri 6/28/19
23		Roof Install	15 d	Mon 7/1/19	Tue 7/23/19
24		Sheet Metal Flashings	5 d	Wed 7/24/19	Tue 7/30/19
25		Caulking	2 d	Wed 7/31/19	Thu 8/1/19
26		Painting	5 d	Fri 8/2/19	Thu 8/8/19
27		**Phase 3 Scope**	**31 d**	**Mon 6/24/19**	**Wed 8/7/19**
28		Demolition	3 d	Mon 6/24/19	Wed 6/26/19
29		Wood Framing Inspection and Evaluation	1 d	Thu 6/27/19	Thu 6/27/19
30		Roof Sheathing Replacement (Where Necessary)	2 d	Fri 6/28/19	Mon 7/1/19
31		Roof Install	10 d	Tue 7/2/19	Wed 7/17/19
32		Sheet Metal Flashings	3 d	Wed 7/31/19	Fri 8/2/19
33		Caulking	1 d	Mon 8/5/19	Mon 8/5/19
34		Painting	2 d	Tue 8/6/19	Wed 8/7/19
35		**Phase 2 Scope**	**42 d**	**Thu 6/27/19**	**Tue 8/27/19**
36		Demolition	5 d	Thu 6/27/19	Wed 7/3/19
37		Wood Framing Inspection and Evaluation	5 d	Mon 7/8/19	Fri 7/12/19
38		Wood Framing at Parapets	2 d	Thu 7/11/19	Fri 7/12/19
39		Roof Sheathing Replacement (Where Necessary)	3 d	Mon 7/8/19	Wed 7/10/19
40		Roof Install	15 d	Wed 7/24/19	Tue 8/13/19
41		Sheet Metal Flashings	5 d	Mon 8/12/19	Fri 8/16/19
42		Caulking	2 d	Mon 8/19/19	Tue 8/20/19
43		Painting	5 d	Wed 8/21/19	Tue 8/27/19
44					
45		First Day of School	0 d	Mon 8/12/19	Mon 8/12/19



Locations for roof investigation

Locations for parapet coping investigation

Exhibit F



CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.d

BOARD AGENDA ITEM: Ratification of Lease-Lease Back Agreement with Blach Construction, Hatch Phase III Increment 4 Project

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

On September 13, 2018 the Governing Board approved a Lease-Leaseback Agreement for the Hatch Phase III Increment 4 Project and Authorization to Enter Facilities Lease and Site Lease by and between Cabrillo Unified School District and Blach Construction. This allows for Lease-Leaseback Developers to have earlier input on design, but it is not possible to calculate the total Guaranteed Maximum Price ("GMP") at the time the Lease-Leaseback agreements are entered into. The amended Education Code acknowledges this and provides that the GMP will be finalized after the project is approved by the DSA, and that the final price must be approved by the school district.

REPORT/PROPOSAL:

The district is negotiating with Blach Construction to develop a lease-lease back agreement to construct the Hatch Phase III Increment 4 Project, also known as the Hatch Kinder Complex. The GMP is attached. The complete contract will be brought back at a later date.

FINANCIAL IMPACT:

There is no financial impact to the general fund.

RECOMMENDATION:

Ratification of Lease-Lease Back Agreement with Blach Construction, Hatch Phase III Increment 4 Project

GUARANTEED MAXIMUM PRICE

Project Name: Hatch Elementary Kinder Complex INC 1
490 Miramontes Ave, Half Moon Bay
Client: Cabrillo Unified School District
Architect: CAW and ABA
Project Manager: Alycia Alves
Date: 5/6/2019

ITEM		DESCRIPTION	SUBCONTRACTOR		TOTAL
0		General Conditions	Blach Construction	$	380,000
1		Final Cleaning	SJ General Building Maint		NA
2		Surveying	HMH Engineering	$	57,800
3		Demolition	Sterling	$	53,900
4		Structural Concrete	Blach		NA
5		Misc Metals	Concord		NA
6		Metal Decking	Blach		NA
7		Glu Lam Beams	Blach		NA
8		Architectrual Woodwork	Fremont Millwork		NA
9		Roofing	Alcal Specialty		NA
10		Flashings and Sheet Metal	Air Systems		NA
11		Doors, Frames, and Hardware	General Hardware		NA
12		Entrances and Storefront	Royal Glass		NA
13		Drywall	Daleys Drywall		NA
14		Lath and Plaster	Daleys Drywall		NA
15		Ceramic Tile	Rinaldi Tile and Marble		NA
16		Resilient Flooring and Sealed Concrete	BT Mancini		NA
17		Painting	Bucher Painting		NA
18		Signage	Sign Source		NA
19		Specialties	Blach		NA
20		Partition Wall	BT Mancini		NA
21		Fire Extinguisher	Blach		NA
22		Playground and Rubber Surface	Ross Recreation	$	192,957
23		Window Coverings	Creative Windows		NA
24		Metal Wall Panels (Mockup Only)	Blach	$	8,207
25		Plumbing	Paragon Mechanical		NA
26		HVAC	ICOM		NA
27		Electrical (INC 1 Only)	Best Electrical	$	185,870
28		Grading and Paving	Andreini Bros	$	894,856
29		SWPPP	Kaz & Associates	$	106,650
30		Site Concrete	Casey-Fogli	$	902,575
31		Fences and gates	AAA Fence	$	162,485
32		Landscape	Eggli Landscape	$	308,575
33		Site Utilities	MK Pipelines	$	414,430
34		Epoxy Flooring	Tera-Lite		NA
35		Joint Sealants	Plug Number		NA
36		Site Management	Blach	$	153,033
		SUBTOTAL		$	3,821,339
50		Subcontractor Default Insurance		$	65,602
51	1.00%	General Liability Insurance		$	38,869
52	0.60%	Builder's Risk		$	23,555
53	0.80%	Performance & Payment Bonds		$	31,595
54	4.5%	Fee		$	179,143
		SUBTOTAL		$	4,160,104
55	10%	Construction Contingency		$	416,010
56		Allowance #1	CIP Ball Wall Allowance	$	50,000
57		Allowance #2	INC 1 DSA Comments Allowance	$	100,000
58		Allowance #3	Provide Allowance Description		Allowance $
59		Allowance #4	Provide Allowance Description		Allowance $
60		Allowance #5	Provide Allowance Description		Allowance $
		INC 1 TOTAL GUARANTEED MAXIMUM PRICE (GMP)		**$**	**4,726,114**

CLARIFICATIONS & EXCLUSIONS

BLACH CONSTRUCTION
Together. Building Greatness.™

Project Name:	Hatch ES Kinder Complex 490 Miramontes Ave, Half Moon Bay
Client:	Cabrillo Unified School District
Architect:	CAW and QKA
Project Manager:	Alycia Alves
Date:	5/6/2019

CLARIFICATION

1	An allowance has been set aside for any costs associated with the DSA approved set of plans. This GMP was priced off of the Bid Set of drawings.
2	This portion of the GMP only includes the site work called out in the drawings for INC 1.
3	The budget for package #24 "Metal Wall Panels" is for the metal framing of the mockup only.
4	The budget for package #27 "Electrical" is for the underground electrical only, shown in the INC 1 drawings.
5	Assumption is made that tan bark will be able to be salvaged and put back in place within playground and landscape areas.
6	The budget for package #28 "Grading and Paving" is priced assuming cement treatment will be performed at the main campus blacktop area. **cement treated soil is a mixture of crushed concrete combined with cement that hardens after compaction. This method was priced due to the tight schedule for the asphalt replacement**
7	Sizing of the footings for the sporting equipment have been assumed for pricing, as the Bid Set of Drawings did not specifically call out the correct footing size.
8	List any clarifications here
9	List any clarifications here
10	List any clarifications here

EXCLUSIONS

1	Fire Sprinklers. None required nor shown on plans.
2	Hazardous soil and materials not specifically called out in plans/specs.
3	No furniture is being provided. Only built in casework shown on plans is included.
4	Items not shown on plans to be demolished.
5	Constructability review items that were not incorporated into the bid set of plans/specs.
6	List any exclusions here
7	List any exclusions here
8	List any exclusions here
9	List any exclusions here
10	List any exclusions here

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: May 16, 2019

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.e

BOARD AGENDA ITEM: Appointment of District Superintendent and Approval of Employment Agreement for District Superintendent Effective July 15, 2019

DEPARTMENT: Governing Board

CONTACT PERSON: Jane Yuster., Superintendent

BACKGROUND INFORMATION:

On May 3, 2019, the Governing Board of the Cabrillo Unified School District interviewed a slate of candidates for the position of District Superintendent. Through the process, the Board selected a finalist. The finalist for the position of Superintendent is Mr. Sean McPhetridge. His current position is the Superintendent of the Alameda Unified School District.

REPORT/PROPOSAL:

The Governing Board has concluded contract negotiations with Mr. Sean McPhetridge. Thus, the Governing Board is ready to formally appoint him as the new Superintendent of the Cabrillo Unified School District.

FINANCIAL IMPACT:

There is no financial impact to the General Fund as the position is included in the budget.

RECOMMENDATION:

Appointment of District Superintendent and approval of employment agreement for District Superintendent effective July 15, 2019.

EMPLOYMENT AGREEMENT BETWEEN
THE CABRILLO UNIFIED SCHOOL DISTRICT AND
SEAN McPHETRIDGE

THIS AGREEMENT is entered into this 16th day of May, 2019, by and between the Board of Trustees of the Cabrillo Unified School District, hereinafter referred to as the "Board" or "District", and Sean McPhetridge, hereinafter referred to as the "Superintendent".

IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. TERM: The Board hereby employs the Superintendent for a period beginning on July 15, 2019 and ending on June 30, 2022, unless terminated earlier or extended as provided by the terms of this Agreement or as required by law. The Superintendent shall provide twelve months of full and regular service to the District during each full school year covered by this Agreement.

2. DUTIES: The Superintendent shall perform, at the highest level of competence, all services, duties, and obligations required by (i) this Agreement, (ii) the Superintendent's job description, (iii) applicable laws and regulations, (iv) Board rules, regulations, and policies and as otherwise directed by Board. The Superintendent shall be chief executive officer and secretary of the Board.

   The Superintendent shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604. The Superintendent may delegate his duties to a responsible District employee at the Superintendent's discretion unless otherwise stated in applicable laws and regulations, found in Board rules, regulations, and policies, or otherwise prohibited by the Board.

   The Superintendent shall have primary responsibility for the management of all District affairs. In carrying out his duties, the Superintendent shall provide educational leadership and be responsible for the operations of District, including, but not limited to, the areas of general administration, instruction, human resources, communications, government relations, facilities, and business affairs.

3. COMPENSATION: In full consideration for the services provided under this Agreement, the Superintendent will receive a salary at the annual rate of two hundred and five thousand three hundred and ninety one dollars ($205,391.00). The annual salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary for services rendered during the preceding month, with proration for a period of less than a full month of service. The daily rate for the purpose of prorating the annual salary provided for in this Agreement shall be $904.81 ("Daily Rate").

   Upon receiving a satisfactory evaluation for his performance in the prior year, the Superintendent shall receive the equivalent percentage salary increase as the District approves for the certificated salary schedule during the term of this Agreement. Any

increase in salary shall be discussed and approved in open session at a regular Board meeting pursuant to Government Code Section 54956(b). A change in salary during the term of the Agreement shall not constitute the creation of a new contract or extend the termination date of the Agreement.

The District agrees to provide the Superintendent with the ability to use an IRS Section 403b or similar tax deferred plan, an IRS Section 125 Cafeteria Plan, and other plans that are made available to other District employees. All employee and employer contributions to such plans shall conform to all requirements of state and federal law.

4. FRINGE BENEFITS:
5.

a. **Health Insurance Benefits.** The Superintendent shall receive District paid health, dental, vision and other fringe benefits in the same manner and subject to the same limitations as other certificated cabinet-level employees, as those benefits may change from time-to-time.

b. **Life Insurance.** On behalf of Superintendent, District shall purchase a $200,000 term life insurance policy, with beneficiary or beneficiaries to be determined by the Superintendent.

c. **Sick Leave.** The Superintendent shall be allocated sick leave at the rate of one day per month. Earned sick leave may be accumulated without limitation; however, under no circumstances shall the District be obligated to compensate the Superintendent for earned, unused sick leave. Unused sick leave may be credited for retirement purposes as authorized by either the California State Teachers' Retirement System (STRS) or the California Public Employees Retirement System (CalPERS) as may be applicable.

d. **Vacation Time**. During each school year (July 1 – June 30), throughout the term of this Agreement, the Superintendent shall be entitled to twenty (20) days of vacation with full pay in each year of service, exclusive of holidays as defined below. Vacation days for a partial school year shall be prorated. In no event shall the Superintendent accrue more than twenty (20) days of vacation as of June 30 of each year of the term of the Agreement, unless otherwise approved by the Board. Upon separation from employment with the District, the Superintendent shall be entitled to compensation for all accrued but unused vacation days at the Daily Rate, up to a maximum of 20 days. All vacation must be scheduled in advance and approved by the Board President.

e. **Holidays**. The Superintendent shall be entitled to receive holidays as provided to the District's certificated management employees.

f. **Other Leave**. The Superintendent shall be entitled to all other personal necessity, bereavement, jury duty, or other leaves as provided to the District's certificated management employees.

g. **Written Records**. The Superintendent shall keep written records of his use of vacation or other leave time. The Superintendent is expected to work a full workday and is expected to promptly account for absences of greater than one half of a workday as vacation time, sick leave or other leave of absence.

6. WORK RELATED EXPENSES:

a. **Automobile Allowance.** The Superintendent is required to have a vehicle available at all times to perform the services and duties of the position. Therefore, the Superintendent shall be entitled to receive a monthly automobile allowance of Four Hundred Dollars ($400.00) for the acquisition, use, maintenance and insurance of an automobile while on all District business for business related travel in-district and within 100 miles of the District's boundaries, irrespective of the number of miles traveled on District business. The Superintendent shall be solely responsible for all expenses to use, maintain, operate and insure the automobile. No documentation is required in order to receive this allowance and the Superintendent shall have discretion regarding the expenditure of this allowance. This allowance shall be treated as salary for tax purposes and shall not be treated as creditable compensation for CalSTRS or CalPERS purposes unless it is permitted by law. The Superintendent's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement; however, the Superintendent shall be eligible for mileage reimbursement at the IRS rate for work-related travel outside of 100 miles from the District's boundaries.

b. **Expense Reimbursement.** The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the Superintendent within the scope of employment in accordance with applicable District policy, not to exceed $500 per month without the written authorization of the Board. For reimbursement, the Superintendent shall complete and submit expense claims in writing in accordance with the District's policies, rules and regulations and shall provide the Board with copies of the Superintendent's monthly expense reports. The Superintendent's expense claims shall be supported by appropriate documentation prior to reimbursement.

c. **Memberships**. The District shall pay the Superintendent's annual membership charges for up to three professional or service organizations like ACSA, AASA or Rotary. The District shall pay for the Superintendent to attend up to three regional, state or national professional conferences each year. The Superintendent shall obtain written authorization of the Board, as set forth in Section 5(b) above, if the cost to attend to attend a professional conference exceeds $500.

d. **Professional Equipment**. District will provide Superintendent with such facilities, equipment, supplies and clerical assistance as appropriate to Superintendent's position and necessary for the adequate performance of his duties. District shall provide Superintendent with appropriate technology, including but not limited to, a laptop computer and cellular device. The District shall pay any costs and expenses

associated with owning, licensing, operating and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of the District and the District shall have the right to control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

All District-provided Technology Devices are provided to facilitate performance of the Superintendent's duties and obligations as an employee of District. The Superintendent may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and its risk management policies. The Superintendent shall not use any Technology Device in any manner that is inconsistent with such policies.

The Superintendent shall not conduct District business on devices that are not provided or owned by District.

The Superintendent hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which he has conducted any District business, regardless of whether the device is provided by District pursuant to the Agreement. This waiver permits the Board or anyone authorized by the Board to examine the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

7. EVALUATION: On a mutually agreeable schedule, the Superintendent and the Board will jointly develop goals, objectives and a job description. The Board shall evaluate the Superintendent's performance at least once a year based upon the goals, objectives and job description as periodically established by the Board in consultation with the Superintendent. Any failure on the part of the Board to meet the requirements or deadlines relating to the Superintendent's evaluation shall not release the Superintendent from fully and faithfully performing the services required to be performed under this Agreement or any applicable statute or regulation, or constitute a default by the District of its obligations under this Agreement.

8. PROFESSIONAL DEVELOPMENT: As part of the Superintendent's annual evaluation, there will be a discussion of professional development, and the Superintendent and the Board shall identify the appropriate courses and activities which the Superintendent will complete as part of his professional development. As set forth in Section 5(b), the Superintendent will promptly submit invoices/receipts related to all such activities.

9. NON-RENEWAL OF AGREEMENT: Should the Board determine that it does not wish to negotiate and execute a new contract at the end of the term of the Agreement, the Board shall give written notice of the decision to the Superintendent at least forty-

five (45) days prior to the end of the Agreement, as required pursuant to Education Code Section 35031. The Parties expressly agree to waive the term of the automatic renewal provision established in Education Code Section 35031. Rather, if Board fails to provide notice of non-renewal, the Agreement shall automatically be renewed on the same terms but only for a period of one year.

Between ninety (90) days and one hundred and twenty (120) days prior to the end of the Agreement, Superintendent shall, in writing, remind each Board member of the Board's obligation under Education Code Section 35031 to give written notice of its decision to not renew the Agreement.

10. TERMINATION OF AGREEMENT: This Agreement may be terminated prior to the expiration of the contract term as follows:

a. **Mutual Consent.** The Parties may terminate the Agreement at any time by written mutual consent.

b. **Resignation.** The Superintendent may resign and terminate this Agreement provided that, unless otherwise waived by the Board, the Superintendent shall give at least ninety (90) days advance written notice. Notwithstanding the provisions of section 4(c) above, for each day less than ninety (90) days advance written notice, the Superintendent's unused vacation days shall be reduced by one day.

c. **Termination for Cause.** The Board may terminate the Agreement for cause. Cause is defined as: (1) breach of this Agreement; (2) failure by the Superintendent to possess or maintain a valid California Administrative Credential; (3) neglect of duty; (4) physical or mental inability of the Superintendent to perform his duties with or without reasonable accommodations; (5) any other legally permissible reason, which includes but is not limited to conduct that is seriously detrimental to the District. Conduct that is seriously detrimental to the District includes, by way of illustration and not limitation, failure of good behavior, either during or outside of duty hours, which is of such a nature that it causes discredit to the District, unprofessional conduct, or incompetence.

Prior to making a final determination of cause for termination, Superintendent shall be provided with thirty (30) calendar days written notice of the action and the reasons therefore, and a reasonable opportunity to be heard by the Board in a closed session. If the Superintendent chooses to be accompanied or advised by legal counsel at such meeting, the Superintendent shall bear any costs therein involved. Such meeting shall be conducted in closed session unless specifically prohibited by State law. The Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Superintendent believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party

shall have the opportunity to call witnesses. If the Board, after considering all evidence presented, decides to terminate this Agreement, it shall provide the Superintendent with a written decision. The decision of the Board shall be final. The Superintendent's conference before the Board shall be deemed to satisfy the Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive right to any conference or hearing otherwise required by law. The Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Superintendent's administrative remedies and then authorizes the Superintendent to contest the Board's determination in a court of competent jurisdiction.

d. **Termination Without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time. In consideration for the exercise of this right, the District shall pay to Superintendent from the date of termination until the expiration of this Agreement, or for a period of six (6) months, whichever is less, an amount equal to the difference between Superintendent's salary at the rate in effect during the Superintendent's last month of service and the amount which the Superintendent earns from any other employment-related source (whether as employee, independent contractor, consultant or self-employed). As a condition of payment, the Superintendent shall be obligated to immediately seek other employment and to notify the District in writing immediately if the Superintendent earns income from any employment-related source as defined above.

For purposes of this Agreement, the term "salary" shall include only the Superintendent's regular monthly base salary and shall not include the value of any other stipends, reimbursements or benefits received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions and shall be treated as compensation for state and federal tax purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any retirement purpose; accordingly, no deductions shall be made for retirement purposes.

The Superintendent shall also be entitled to District-paid health benefits, as those benefits may change from time-to-time, until expiration of this Agreement, a period of six (6) months, or until the Superintendent obtains other employment which provides health benefits, whichever occurs first.

If the Superintendent is terminated without cause and elects to retire instead of fulfilling the Superintendent's obligation to seek other employment as set forth above, the parties agree that, effective upon the date of the Superintendent's retirement with the CalSTRS or CalPERS, the amount payable to the

Superintendent as salary shall be reduced by the amount of retirement income earned by the Superintendent from CalSTRS or CalPERS.

The parties agree that any damages to the Superintendent that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide paid health benefits, constitutes reasonable liquidated damages for the Superintendent, fully compensates the Superintendent for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Superintendent's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.

11. MEDIATION: Should any dispute arise out of this Agreement, the Parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, will be paid by the District. If a mediated settlement is reached, neither party will be the prevailing party for the purposes of this settlement. Neither party will be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution.

12. REPAYMENT AFTER CRIMINAL CONVICTION: If the Superintendent is convicted of a crime involving an abuse of his or her office or position, the Superintendent shall fully reimburse the District for any severance pay, paid leave salary disbursed pending an investigation, and/or legal criminal defense funds paid by the District. This provision expressly does not oblige the District to make any of these payments.

13. MERGER CLAUSE: This Agreement constitutes the sole agreement of the Parties hereto and correctly states the rights, duties, and obligations of each party. Any prior agreement, promises, negotiations or representations between the Parties not expressly stated in this document are not binding. All subsequent modifications will be in writing and signed by the Parties.

14. APPLICABLE LAW: This Agreement is subject to all applicable laws of the State of California, the regulations of the State Board of Education, and the rules, regulations, and policies of the District.

15. TAX/RETIREMENT LIABILITY: Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent. The Superintendent shall assume sole responsibility and liability for all state or federal tax consequences of this

Agreement and all related payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the Superintendent as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The Superintendent agrees to defend, indemnify and hold the District harmless from all such tax, retirement and similar consequences.

IN WITNESS WHEREOF, the parties hereto, or their duly authorized representative, affixed their hands.

SUPERINTENDENT

Dated: _____ _____

Sean McPhetridge

CABRILLO UNIFIED SCHOOL DISTRICT

Dated: _____ _____

President, Board of Trustees

ATTEST:

_____

Clerk of the Board