Special Governing Board Agenda

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, December 17, 2020

Via Zoom: https://cabrillok12.zoom.us/j/96120110560 • Webinar ID: 961 2011 0560 • Telephone: +1 669 900 6833

Closed Session: 6:00 PM • Public Session: 7:00 PM

Governing Board Meeting broadcast live on the CUSD YouTube Channel

In response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which temporarily suspended provisions of the Brown Act relating to public meetings. As such, Cabrillo Unified School District will be conducting its Governing Board meeting at the regular time, in a different modality. The District will be leveraging a Webinar format (using Zoom) in order for the Governing Board members to participate remotely, and to allow for orderly public comment. There will not be a physical location for this meeting.

The Governing Board will meet for Closed Session to discuss labor negotiations, student discipline, personnel matters, litigation, anc other matters as provided under California state law as set forth on the agenda below. Following Closed Session, the Board reconvenes to Public Session. Adjournment of the Public Session will be no later than 10:00 PM for all regular and special meetings unless extended by a majority vote of the Board. Writings relating to a board meeting agenda items that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 498 Kelly Avenue, Half Moon Bay, CA. Such writings may also be available on the District's website. (Government Code 54957.5b).

Individuals who require special accommodations (Spanish interpreter, accessible seating, documentation in an accessible format, etc.) should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us no later than 48 hours preceding the meeting.

PUBLIC COMMENTS GUIDELINES

There are two ways in which members of the public may provide comments as part of a Cabrillo Unified School District Governing Board remote meeting:

1. Submit Comments in Advance:
Members of the public may submit comments in advance of the meeting through the following link: http://bit.ly/cusdcomments. Comments will be read out loud by the Board President or a designee during the meeting. Written comments should be limited to no more than 300 words; longer comments might not be shared publicly during the meeting. However, all comments received, whether or not they are shared publicly during the meeting, will be made available to all Board members.

2. Provide Comment in Real-Time During Remote Meeting:
Members of the public may submit a request to comment in real-time in advance of the meeting through the following link: http://bit.ly/cusdcomments. When called upon by Board president or designee, speakers will be unmuted. After the allotted time, speakers will be placed on mute.

Because of technical limitations, please submit your comments or request to address the Board in real-time before 6:00 PM on the date of the meeting. We ask the participants to type their full name when joining the meeting, as prompted. "Hand Raised" future will be disabled during the meeting.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (Governing Board Bylaw 9323 - Meeting Conduct)

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The CUSD Governing Board does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the CUSD Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

Open Board meetings may be recorded and broadcast.

1. CALL TO ORDER

a. Public Comments on Closed Session Topics

b. Adjourn to Closed Session - 6:00 PM

Board Members will meet privately via videoconference for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

1. **Public Employee Performance Evaluation (Government Code §54957)**
   - **Title:** Superintendent
2. **Conference with Labor Negotiators (Government Code §54957.6)**
   - **District-designated representatives:** Dr. Sean McPhetridge, Superintendent
   - **Employee organizations:** Cabrillo Unified Teachers' Association, California School Employees' Association Chapter 485, and Unrepresented

c. Reconvene to Public Session - 7:00 PM - Welcome

1. Closed Session Action Report: If applicable
2. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. OATH OF AFFIRMATION

3.a Loyalty Oath - Kimberly Hines.pdf (p. 5)

3.b Loyalty Oath - Sophia Layne.pdf (p. 6)

4. RECOGNITIONS

a. The Governing Board recognizes retiring employee Connie Giebelhausen for 33 years of excellent service to Cabrillo Unified School District

4.a Connie Giebelhausen Certificate of Retirement.pdf (p. 7)

5. COMMUNICATIONS

a. Public Comments

b. Employee Organizations Report

1. CUTA Representatives
2. CSEA Representatives

c. Board Members Report

d. Student Board Representative Report

e. Superintendent Report

6. CONSENT AGENDA

a. Approval of Strong Workforce Program Grant Agreement (Consent Agenda)

6.a Board Memo SWP Grant Agreement.pdf (p. 8)

6.a.1 Career Awareness and Exploration Strong Workforce Program Agreement.pdf (p. 9)

b. Approval of Classified Personnel Report (Consent Agenda)

6.b Board Memo Classified Personnel Report.pdf (p. 31)

c. Approval of Phone System Update Proposal (Consent Agenda)

6.c Board Memo Phone System Update Proposal.pdf (p. 32)

6.c.1 RingCentral Cabrillo Phone System Update Quote.pdf (p. 33)

7. GENERAL BUSINESS

a. Update on our Opening of Schools: Modified Phase III Plan and Waiver Application (Information)

7.a Board Memo Opening of Schools Update Phase III.pdf (p. 39)

7.a.1 Opening of Schools Phase III Presentation v2.pdf (p. 40)

7.a.2 Opening School Phase III Plan.pdf (p. 89)

7.a.3 Opening of School Waiver Application.pdf (p. 115)

b. Approval of AB 1200 Form for Cabrillo Unified Teachers Association Staff (Action)

7.b Board Memo AB 1200 for CUTA Staff - Revised.pdf (p. 120)

7.b.1 Effect of CUTA Salary to General Fund Presentation.pdf (p. 121)

7.b.2 Public Disclosure of Collective Bargaining Agreement Form AB 1200.pdf (p. 126)

8. ORGANIZATION

a. Election of Governing Board Officers to serve from December 2020 through December 2021 (Action)

8.a Election of Governing Board Officers.pdf (p. 135)

b. Approval of the Schedule of Regular Governing Board Meetings for the Year 2021 (Action)

8.b Board Memo Regular Board Meetings Schedule 2020.pdf (p. 137)

8.b.1 2021 Board Meetings Schedule - DRAFT.pdf (p. 138)

c. Designation of Governing Board Representatives for the Year 2021 (Discussion)

8.c Designation of Board Representatives - Revised.pdf (p. 139)

9. RETURN TO CLOSED SESSION (IF NECESSARY)

10. ADJOURNMENT OF THE MEETING

Loyalty Oath

STATE OF CALIFORNIA
COUNTY OF SAN MATEO } **S. S.**

I, Kimberly Hines, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Witness my hand this….8th…..day of……December……. , 2020

……..……..
Affiant

Subscribed and sworn to before me

this…8th…day of ……December……., 2020

……..
Official authorized to administer oaths

Title……Superintendent……...

Loyalty Oath

STATE OF CALIFORNIA
COUNTY OF SAN MATEO } **S. S.**

I, Sophia Layne, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Witness my hand this….8th…..day of……December……. , 2020

……..……..
Affiant

Subscribed and sworn to before me

this…8th…day of ……December……., 2020

……..
Official authorized to administer oaths

Title……Superintendent……...

Certificate of Recognition

Cabrillo Unified School District

Exemplary service as an employee for the Cabrillo Unified School District

Connie Giebelhausen

33 Years of Service

Given this Seventeenth day of December, 2020

Sean McPhetridge, Ed.D. Superintendent

Kimberly Hines, Governing Board President

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
John Nazar, Half Moon Bay High School Principal
CATEGORY: Consent/Action
ITEM TITLE: Approval of Strong Workforce Program Grant Agreement

BACKGROUND INFORMATION

California's economic competitiveness is fueled, in part, by the strength of its regional economies and its skilled workforce. California is committed to investing in developing a skilled workforce to meet the state's labor market needs and to ensure upward social and economic mobility for Californians. In 2016, the California Legislature approved the Strong Workforce Program (SWP), budgeting an ongoing $248 million for the state's community colleges to enhance and expand career technical education (CTE) and workforce training to prepare students for high-wage employment in industries that meet regional labor market needs. Commencing with the 2018–19 fiscal year, an additional $150 million was allocated on an annual and ongoing basis to K-12 local education agencies (LEAs) through the K12 Strong Workforce Program (K12 SWP) to create, support, or expand high-quality CTE at the K-12 level (Education Code, Section 88827).

FISCAL ANALYSIS

Cabrillo Unified School District will receive $63,500 in 2020-2021 and another $63,5000 in 2021-2022 to support and enhance our existing CTE programs.

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

AGREEMENT BETWEEN

THE SAN MATEO COUNTY OFFICE OF EDUCATION

AND THE CABRILLO UNIFIED SCHOOL DISTRICT

FOR 2020-2022 CAREER AWARENESS AND EXPLORATION STRONG WORKFORCE PROGRAM AGREEMENT

This agreement, dated **November 17, 2020,** is entered into between San Mateo County Office of Education ("SMCOE") and the **Cabrillo Unified School District** ("District"), collectively referred to as "Parties" and individually as "Party."

1. RECITALS

WHEREAS, the County Superintendent has received a K12 Strong Workforce Program (hereinafter referred to as "K12 SWP") grant from the Bay Area Community College Consortium (hereinafter referred to as "Regional Consortium") and is responsible for distributing funds to each district within the San Mateo K12 SWP consortium, following certification by the District Signing Authority; and

WHEREAS, SMCOE is authorized to receive funding from K12 SWP, as appropriated under Education Code § 88827, for the K12 Strong Workforce Program to create, support, and/or expand high-quality career technical education programs at the K12 level;
and

WHEREAS, the local school districts are entering into this Agreement to set the terms and conditions for their agency's award of the K12 Strong Workforce Program, and to be accountable for all deliverables identified in Exhibit A: Application, Scope of Work;
and

NOW, THEREFORE, in exchange for the covenants set forth below, the Parties agree as follow:

2. AWARD AMOUNT

The total amount awarded pursuant to this Agreement is $127,000 and payment to the District shall be made in accordance with the terms and conditions of this Agreement and as determined by the amount approved as identified in Exhibit B: Budget.

District certifies that grant funds received and the matching funds contributed by the District and its partners shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement shall commence on July 1, 2020 and shall expire on December 31, 2022, unless terminated earlier in accordance with the termination/cancellation provisions of this Agreement.

4. SCOPE OF WORK

District shall carry out the activities and achieve the performance outcomes as presented in the application and attached as Exhibit A: Application, Scope of Work.

5. MODIFICATIONS

District may request modifications to the work to be performed. All such requests must be submitted in writing to SMCOE CTE Coordinator prior to the modifications being made. The CTE Coordinator may require that a Grant Amendment be processed, if the Regional Consortium determines that a change would materially affect the project outcomes as described in Exhibit A, the terms of this Agreement or the terms included in the K12 SWP REA — Appendix A: Program-Specific Legal Terms and Conditions available at kl2swpRFA.baccc.net.

District may make changes to any budget category amounts up to 10% of the total award amount per line item as listed in Exhibit B: Budget without SMCOE approval so long as budget categories are not

added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. District may add or delete budget categories subject to the prior approval of the SMCOE, which may have to get approval from the Regional Consortium.

Amendments are required for budget changes when there are changes in the total dollar amount of the Agreement and/or outcomes of the Agreement is materially affected. The process for requesting and approving amendments are determined by the Regional Consortium. Budget changes or amendments are subject to applicable program limitations and require approval of the Regional Consortium. No extensions to the performance period will be granted.

6. INVOICING AND PAYMENT

Advance payment of 70% of the total amount of this Agreement will be paid within 45 days following full execution of the Agreement.

District may request payment for reimbursable expenditures for the remaining 30% of the total amount of this Agreement when actual expenditures and NOVA reported expenditures exceed the 70% advance payment. Payment(s) will be made, upon receipt of an invoice. Invoices shall be submitted on a form provided by the SMCOE and must be supported by financial detail reports that itemize costs. The SMCOE may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Payment of invoices is contingent upon completion and approval by the SMCOE of any reports due on or before the date of the submitted invoice.

District agrees to provide annual invoices for all performance under this Agreement by July 1, 2020 And December 31, 2022. Please use attached K12 Strong Workforce Program Expenditure Report when reporting annual expenditures.

The District is obligated to provide proportional dollar match according to the terms set forth in the K12 Strong Workforce Program RFA (kl2swpRFA.baccc.net) and as indicated in Exhibit B: Budget. Documentation of required match will be provided to the SMCOE in the manner and on the schedule

posted on the BACCC K12 SWP website, kl2swp.baccc.net.

7. REPORTING

K12 SWP funding is project based with project submissions and reporting expenditures in NOVA. The District agrees to adhere to the reporting schedule as posted on the BACCC K12 SWP website, kl2swp.baccc.net. District will be provided 25 days notice of report due dates and any changes to the reporting schedule. Fiscal and narrative reports of project progress may be requested by the SMCOE at other times.

District shall prepare and submit outcomes data as required by the legislation §88828 (d) (8). District shall enter into and maintain a data sharing MOU with Cal-PASS Plus until an MOU is executed between CDE and the California Community College Chancellor's Office for information sharing on K12 data. By November 1 immediately following the fiscal year for which data are being reported. District shall provide student-level data necessary to evaluate K12 SWP to CDE; beginning in 2020 21, submit all end-of-year data files, as applicable and required by K12 SWP leadership, into the Cal-PASS Plus system; and notify the SMCOE that the data has been reported. As per the legislation, failure to provide this data may result in termination of the grant.

8. SUBGRANTING AND SUBCONTRACTING

The District is responsible for the performance of any sendees provided through funds awarded under this grant by partners, consultants, or other organizations.

The District shall obtain approval from the SMCOE for additions or deletions to the subgrantees named in Exhibit A: Application, Scope of Work or for changes in the amount of funds awarded in Exhibit B: Budget.

The District is to be fully responsible to the Regional Consortium for the acts and omissions of its subgrantees, subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons direedy employed by the District. The District's obligation to pay its subgrantees and subcontractors is independent from the obligations of the SMCOE to make

payments to die District. As a result, the SMCOE shall have no obligation to pay or enforce the payment of any money to a subgrantee or subcontractor.

9. RECORDS AND AUDITS

The State Controller will include the audit instructions necessary to enforce the requirements pertaining to the K12 component of the Strong Workforce Program in the audit guide required by Section 14502.1.

District must maintain records regarding use of program funds and progress made towards completing the performance outcomes listed in Exhibit A: Application, Scope of Work.

District shall maintain and make available expenditure data on career technical education programs for the purposes of verifying that the matching funds requirements as specified in the K12 Strong Workforce Program RFA (kl2swpRFA.baccc.net) have been met.

Parties agree that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. District agrees to maintain such records for possible audit for a minimum of three (3) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. District agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, District agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

10. TERMINATION

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents. District will be liable for and will repay to the SMCOE any amounts in excess of the amount owed by the SMCOE at the time the Agreement is terminated. The amount to be repaid by the District shall be that prorated portion of the full payment determined by comparing the work/sendees actually completed to the work/sendees required by the Agreement.

11. DISPUTES

All claims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement or the breach thereof shall be addressed in the following manner. The Parties shall enter into good faith negotiations to reach an equitable settlement. Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Regional Consortium or the California Community College Chancellor's Office, based on prior written mutual agreement as to which of these two entities will resolve the dispute. If the Parties do not agree as to the dispute resolution entity, the Fiscal Agent will solely select and such selection will be binding on the District. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the District. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from District a written request to appeal said decision. Pending final decision of the appeal. District shall act in accordance with the written decision of the Fiscal Agent or the Chancellor's Office, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in

accordance with applicable provisions of the Code of Federal Regulations.

12. INDEMNIFICATION

Each Party to this Agreement agrees to defend, indemnify, and hold harmless the other Parties, their officers, agents, employees and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or its performance or nonperformance of obligations under this Agreement, of the indemnifying authority, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or willful misconduct of the Parties seeking indemnification or any of its agents or employees. In the event of concurrent negligence of the District, its officers, officials, agents or employees, and the SMCOE, its officers, officials, agents or employees, then the liability for any and all claims, suits or actions of every name, kind and description arising out of this Agreement shall be apportioned between the Parties under the established California rules of comparative negligence with each party bearing its own attorney's fees and costs.

13. INSURANCE

Acceptance of this Agreement constitutes that District is not covered under SMCOE's general liability- insurance and that District agrees, during the term of this Agreement, to maintain, at the District's sole expense, all necessary insurance for its officers, agents, and employees, including but not limited to worker's compensation (if required by law), liability, disability, and unemployment insurance. Certificates of insurance shall be provided to the SMCOE. Specifically, during the term of this agreement. District shall maintain in full force and effect the lands of insurance, containing the limits of liability set forth below:

A. Workers' Compensation: District shall comply with the workers' compensation law of the state wherein the services are to be rendered. Such policy shall provide coverage for all persons engaged in the activities described in this Agreement under the employ,

supervision or control of the District, and is exempt from the requirement of naming the SMCOE as Additionally Insured.

B. General Liability: The policy shall contain a combined single limit of liability of not less than $2,000,000 per occurrence and not less than $5,000,000 in the aggregate.

C. Automobile Liability: If automotive vehicles are operated by District in District's performance of District's obligations under this agreement, District shall maintain an automobile liability policy which shall include coverage on all owned, non-owned and hired vehicles and shall have a minimum limit of liability of not less than $1,000,000 per occurrence.

Coverage shall be placed with an insurer having a Best's Key Rating of "A-" or better. District shall furnish the SMCOE with Certificates of Insurance evidencing such coverage. Such Certificate shall name Fiscal Agent as additional insureds, and provide that it can be cancelled only with thirty (30) days prior written notice to Fiscal Agent. If any of the foregoing coverages expire, change, or are canceled. District shall notify Fiscal Agent within thirty (30) days prior to the effective date of such expiration, change or cancellation.

The following sentence shall be included in the additional insured endorsements:
"Cabrillo Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, and volunteers, are hereby named as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder."

14. INDEPENDENT CONTRACTORS

For the purpose of this Agreement and all work and services specified herein, the parties shall be, and shall be deemed to be independent contractors and not agents or employees of the other party.

The District, in the performance of this Agreement, shall be and act as an independent contractor and not as an employee of the SMCOE. The District understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the SMCOE, and are not entitled to benefits of any kind or nature normally provided to employees of the SMCOE and/or to which the SMCOE's employees are normally entitled, including, but not limited to. State Unemployment Compensation or Workers' Compensation. The District assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The District shall assume full responsibility for withholding and payment of all: Federal, State, Local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the District's employees. The SMCOE will not withhold taxes, unemployment insurance or social security for the District's employees or independent subcontractors. The District agrees to indemnify and hold the SMCOE harmless from and against any and all liability arising from any failure of the District to withhold or pay any applicable tax, unemployment insurance or social security when due.

15. ASSURANCES

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program established by Education Code §§ 88827-88833, and with the guidance documents provided by the California Community College Chancellor's Office, K12 Strong Workforce Program RFA (kl2swpRFA.baccc.net). and other guidance published by the California Community College Chancellor's Office, currently posted on Strong Workforce Program websites and the Regional Consortium's website:

http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx.

http:/ / extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/K12SWPRFA.aspx

kl2swp.baccc.net

By signing this Agreement the District certifies that it complies with state and federal requirements

for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

16. FEDERAL, STATE AND LOCAL TAXES

Except as may be otherwise provided in this Agreement, the District's award amount includes all applicable Federal, State, and local taxes and duties, and therefore. District shall be responsible for paying all such costs.

17. EQUAL OPPORTUNITY/NON-DISCRIMINATION

A. During the performance of this Agreement, District shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), age (over 40), marital status, denial of family care leave, sexual orientation, gender, gender expression, political affiliation, position in a labor dispute, or any characteristic listed or defined in §11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of §422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. District shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

B. District shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

C. District shall also comply with the provisions of Government Code §§11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code of Regulations, tide 5, §§59300 et seq.).

18. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

19. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of the Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping the Fiscal Agent from enforcing the terms of this Agreement.

20. COMPLIANCE WITH APPLICABLE LAWS

It is understood and agreed that this Agreement shall be governed by the laws of the State of California both as to the interpretation and performance; venue of any action brought with regard to this Agreement shall be in Santa Cruz County, State of California. District shall be subject to and shall comply with all Federal, State and local laws and regulations applicable with respect to its performance of services under this Agreement.

21. INTELLECTUAL PROPERTY

Any work product resulting from this Agreement falls under the Chancellor's Office Creative Commons Attribution license, which gives permission to the public to reproduce, distribute, perform, display or adapt the licensed materials for any purpose, so long as the user gives attribution to the author.

22. ORDER OF PRECEDENCE

Any inconsistency or conflict between provisions in this Agreement shall be resolved by giving precedence in the following order:

1. Process for requesting/approving budget/contract changes as posted on kl2swp.baccc.net website.
2. The Agreement
3. K12 Strong Workforce Program RFA (kl2swpRFA.net)
4. Exhibit A: Application, Scope of Work
5. Exhibit B: Budget

23. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Agreement between District and the SMCOE, and are binding upon the Parties without any further action by the Parties.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

By _____
Denise Porterfield, Deputy Superintendent

SMCOE Contact:
Rubie Macaraeg
CTE Coordinator
rmacaraeg@smcoe.org

CABRILLO UNIFIED
SCHOOL DISTRICT

By _____
Signature of Superintendent

District Contact:
Diane Centoni
CTE Coordinator
centonid@cabrillo.k12.ca.us

Exhibit A: Application and Scope of Work

Scope of Work San Mateo County High School Districts will launch, expand/redesign, develop and deliver extensive career pathways. The outcome of this grant will increase dual enrollment and strengthen partnerships between the districts and the San Mateo Community College District. In order to accomplish this, specific strategies for effective communication will be developed between the 6 SMC districts and 3 community colleges.

Funds Overview for Entire K12 SWP San Mateo County Grant:

Grant Amount	$840,443	2:1 Match
Financial Contribution (Cash Match)	1,680,866	100%
In-Kind Match	$8,404.33	1%
Indirect (11.28%)	$85,192	11.28%

Budget by Category of Expenditure (Object Code) for Entire K12 SWP San Mateo County Grant:

1000 Instructional Salaries	2000 Non-Instructional Strategies	3000 Employee Benefits	4000 Supplies and Materials	5000 Other Operating Expenses and Services	6000 Capital Outlay	7000 Other Outgo	Indirect Costs	Totals
$400,00	$0	$100,000	$100,000	$155,251	0	0	$85,192	$840,443

Budget by Grant Cycle:

Agency	**2019-2021 (Round 1)**	**2020-2021 (Round 2)**	**2021-2022 (Round 2)**
Cabrillo Unified	$0	$63,500	$63,500
Jefferson Union High	$268,200	$60,500	$63,500
San Mateo Co. Office of Education	$432,055	$184,943	$23,500
San Mateo Union High	$699,495	$63,500	$63,500
Sequoia Union High	$237,500	$63,500	$63,500
South San Francisco Unified	$204,000	$63,500	$63,500
Total	$1,841,250	$499,443	$341,000

Statement of Work:

Activity Title	Curriculum and Instruction
Activity Description	Career exploration and preparation will be infused throughout current CTE classes. A county-wide license through Headed2 CareerZone will provide teachers, counselors and administrators access to professional development to develop, strengthen and implement career exploration curriculum. Access to local industry allows for field trips, mentors, guest speakers, and other industry engagement opportunities. Students in CTE pathways can start personalized exploration of emerging skills and interests in various careers.
Activity Metrics	Target 12 industry partners to help with Career Exploration curriculum development. Target 12 CTE classes and infuse Career Exploration curriculum into. Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses.
Activity Outcome	CareerZone allows schools to specifically target underserved students, bringing individual awareness of educational opportunities that can lead to a high growth, high wage, high demand careers unique to San Mateo County. This tool may be introduced in Freshmen CTE introductory courses, and will stay with the student while they navigate through the K14 system. Local colleges will be identified for certificate and degree programs so that students may seamlessly continue their education.
Activity Timeline	Year 2020-21:

	- Target 12 industry partners to help with Career Exploration curriculum development. -Target 12 CTE classes to infuse Career Exploration curriculum into. -Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses. <u>Year 2021-22</u>: -Increase industry partners contributing to career exploration curriculum by 10%. -Increase target number of CTE classes incorporating career exploration curriculum by 10%. -Increase number of students attending Connect to College by 5%.
Person Responsible	CTE Coordinator of SMCOE District CTE/Dual Enrollment Coordinators Workforce Development Coordinators at San Mateo Community College District

Activity Title	College and Career Exploration
Activity Description	Bring newly licensed CareerZone platform to San Mateo County six districts: San Mateo County Court and Community Schools, South San Francisco Unified School District, Jefferson Union High School District, San Mateo Union High School District, Sequoia Union High School District, Cabrillo Unified School District. - Marketing of the new San Mateo County CareerZone location of the website. - Professional development for teachers and counselors learning CareerZone basics. - Curriculum development for teachers to implement career exploration in specific CTE pathways focusing on local, current job opportunities. Secondly, students will explore further education leading to community college certificates/degrees and other higher degrees in their field. - Teachers and counselors will promote and

	market to targeted under-served students to get students enrolled in CTE pathways. - Professional development will occur for teachers to embed the career exploration curriculum into existing scope and sequence. - Release time will be provided for teachers to reflect on new practices and share best practices. - Release time for teachers to revise the career exploration curriculum as needed to reach target populations, including English language learners, special education students, foster youth and homeless students.
Activity Metrics	Target 25 industry partners to participate in CareerZone Platform. -Target 6 CTE classes (1 per district) to pilot CareerZone. -Train a minimum of 6 teachers (1 per district) on CareerZone. -Train a minimum of 4 professors and/or counselors at both CSM and Canada on CareerZone. -Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses. -Increase number of students applying for Promise Scholars Program by 5% (2018-19 number of students was 342). -Minimum of 200 students attending Connect to College event at local colleges.
Activity Outcome	- Marketing strategy plan, including handouts and individual school communications. - Professional development agendas. - Sign-in sheet of the number of teachers, professors, counselors, administrators trained on CareerZone basics. - Agendas from Career Ladders Project Alignment (K12 and community college) meetings. - Number of teachers and students that make requests for participation with local industry opportunities, demonstrating engagement. - Number of local industry partners using CareerZone, creating profiles, offering

	opportunities. - Updated CTE course scope and sequences that demonstrates embedded career exploration. - Various curriculums showing differentiated instruction. - Report on the number of students applying for the Promise Scholar Program.
Activity Timeline	Year 2020-21: -Target 25 industry partners to participate in CareerZone Platform. -Target 6 CTE classes (1 per district) to pilot CareerZone. -Train a minimum of 6 teachers (1 per district) on CareerZone. -Train a minimum of 4 professors and/or counselors at both CSM and Canada on CareerZone. -Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses. -Increase number of students applying for Promise Scholars Program by 5% (2018-19 number of students was 342). -Minimum of 200 students attending Connect to College event at local colleges. Year 2021-22: -Increase the industry partners using CareerZone platform by 10%. -Increase target number of CTE classes using CareerZone by 10%. -Increase K12 teachers and counselors trained on CareerZone by 10%. -Increase community college professors and counselors trained on CareerZone by 10%. -Increase number of students receiving career exploration opportunities and CTE pathway overviews at college campuses by 10%. -Increase number of students applying for Promise Scholars Program by 5%. -Increase in student Connect to College attendees by 5%.
Person Responsible	CTE Coordinator of SMCOE District CTE/Dual Enrollment Coordinators

	Workforce Development Coordinators at San Mateo Community College District

Activity Title	Postsecondary Transition and Completion
Activity Description	With the addition of San Mateo County's CareerZone site, students can develop college and career plans: - Market of the new San Mateo County CareerZone location of the website. - Students will explore further education leading to community college certificates/degrees and other higher degrees in their field. - Teachers and counselors will promote and market to targeted under-served students to get students enrolled in CTE pathways.
Activity Metrics	Year 2020-21: -Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses. -Increase number of students applying for Promise Scholars Program by 5% (2018-19 number of students was 342). -Minimum of 200 students attending Connect to College event at local colleges. Year 2021-22: -Increase number of students receiving career exploration opportunities and CTE pathway overviews at college campuses by 10%. -Increase number of students applying for Promise Scholars Program by 5%. -Increase in student Connect to College attendees by 5%.
Activity Outcome	- Marketing strategy plan, including handouts and individual school communications. - Agendas from Career Ladders Project Alignment (K12 and community college) meetings. - Report on the number of students applying for Promise Scholar Program.

Activity Timeline	Year 2020-21: -Provide 100 students career exploration opportunities and CTE pathway overviews at college campuses. -Increase number of students applying for Promise Scholars Program by 5% (2018-19 number of students was 342). -Minimum of 200 students attending Connect to College event at local colleges.
Person Responsible	CTE Coordinator of SMCOE District CTE/Dual Enrollment Coordinators Workforce Development Coordinators at San Mateo Community College District

Activity Title	Work-Based Learning
Activity Description	Increase number of special populations by 5% through targeted recruitment and retention strategies by ensuring all students are made aware of, encouraged to apply, and have full access to CTE pathways by developing promotional materials in various languages, ensuring appropriate adaptations, modification and supports are provided as needed, and that instruction and materials are accessible and differentiated to students' needs.
Activity Metrics	Completed 2+ CTE courses in high school in the same program of study (K12), Completed 2+CTE courses in high school in the same program of study that include early college credit work-based learning, third-party certification (K12), or graduated high school (K12)
Activity Outcome	Collect baseline data on special populations during the 2019-20 school year. Increase number of targeted populations by 5% in CTE pathways during 2020-21 school year.
Activity Timeline	Train counselors on CTE pathways and recruitment strategies for special populations in Fall 2019 and reevaluate in Fall 2020. Develop promotional materials and tools in Fall 2019 and Spring 2020. Identify what classes special populations are entering for hire of support staff, Spring 2020. Offer support for special populations in CTE classes beginning Fall 2020.

Person Responsible	CTE Coordinator of SMCOE District CTE/Dual Enrollment Coordinators Workforce Development Coordinators at San Mateo Community College District District Counselors

Exhibit B: Budget

The link to each District's Budget can be found at **https://tinyurl.com/K12SWPRound2**. This spreadsheet was created to account for cut in funding allocations submitted on NOVA.

Exhibit B

Cabrillo Unified: Budget

Expenditure Type	2019-20	2020-21	2021-22	2022-23	Total
1000 - Certificated Salaries	$0	$40,000	$40,000	$0	
2000 - Classified Salaries	$0	$0	$0	$0	
3000 - Employee Benefits	$0	$10,000	$10,000	$0	
4000 - Books and Supplies	$0	$10,000	$10,000	$0	
5000 - Services and Other Expenditures	$0	$3,500	$3,500	$0	
6000 - Capital Outlay	$0	$0	$0	$0	
7000 - Indirect Costs	$0	$0	$0	$0	
Total Budget	$0	$63,500	$63,500	$0	127000

Financial Match Funds

Expenditure type	Financial Match	Source of Match Funds
1000 - Certificated Salaries	$105,341.00	General Fund/CAREs Act
2000 - Classified Salaries	$4,623.00	General Fund
3000 - Employee Benefits	$37,639.00	General Fund/CAREs Act : Employee Benefits
4000 - Books and Supplies	$9,216.40	CAREs Act
5000 - Services and Other Expenditures	$5,000.00	CAREs Act
6000 - Capital Outlay		
7000 - Indirect Costs		

Exhibit B

Total					
	$161,819.40				

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Classified Personnel Report

BACKGROUND INFORMATION

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

1. RETIREMENT

Connie Giebelhausen, Clerical Assistant III, District Office, effective December 31, 2020. Ms. Giebelhausen was hired by the district on March 23, 1987.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT

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MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Phone System Update Proposal

BACKGROUND INFORMATION

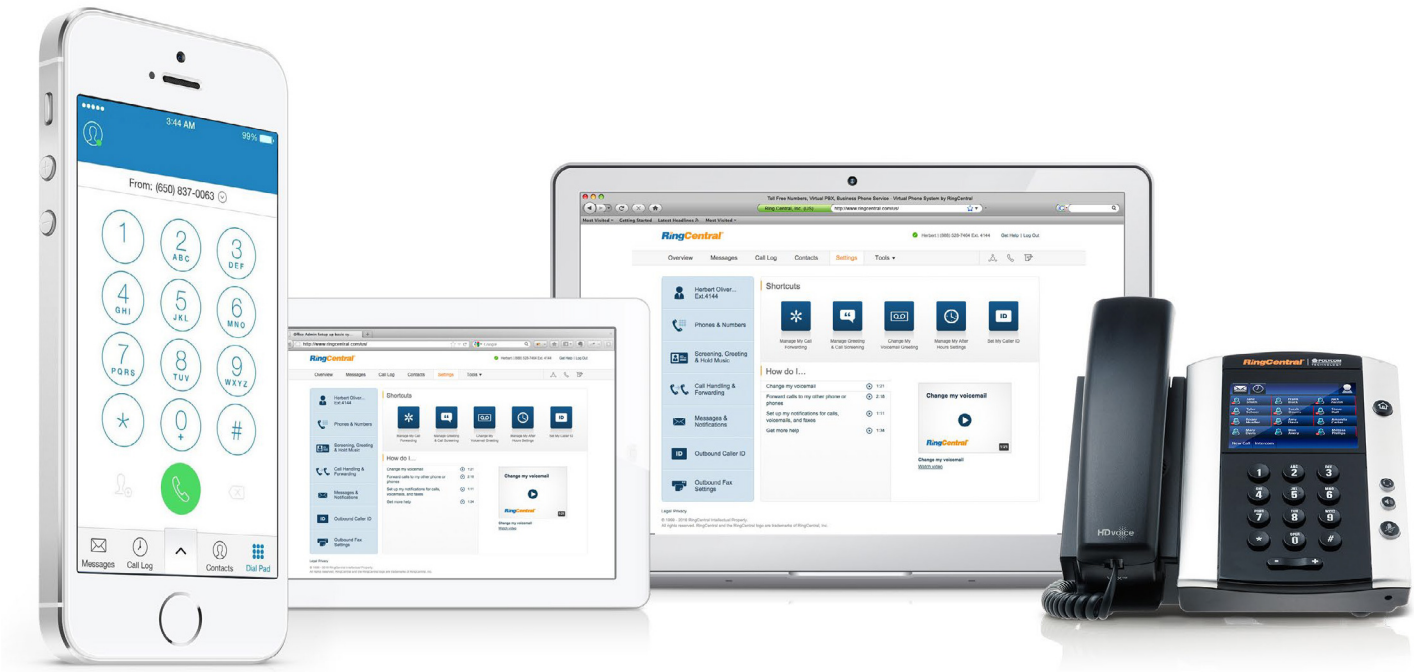
After months of research, CUSD's Information Technology Department selected RingCentral as the phone company that best suits our district's needs. Because the old phone system is failing and no longer fully functional to current industry standards, the Information Technology Department was pleased to select RingCentral to provide our users better service at a reasonable cost for the upgrade. The current phone system is obsolete and we can no longer get parts to repair it.

FISCAL ANALYSIS

Total cost to the district is $65,625.00.

RECOMMENDATION

Approve as submitted.



RingCentral Office Sales Proposal

About RingCentral

Since 2003, RingCentral has been breaking down barriers created by complex, on-premise hardware with its state-of-the-art cloud communications system. RingCentral helps more than 300,000 businesses thrive in the new world of work by providing voice, fax, text, conferencing, online meetings, team collaboration, seamless integrations with industry-leading software, and a leading contact center solution. By combining the power and flexibility of the cloud with enterprise-class solutions, RingCentral has reinvented business communications-freeing people to work the way they want in today's mobile, distributed, and always-on work world.



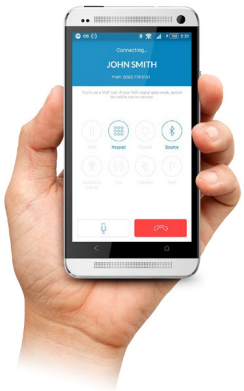
All-inclusive cloud phone system

- Integrated voice, fax, conferencing, and web meetings for every employee.
- Low total cost of ownership (TCO) and savings on capital expenditure (CAPEX).



Flexible and reliable management across locations

- One system for all your locations.
  - Simple streamlined setup and activation.
  - Manage all offices and users with a single easy-to-use interface.
  - Carrier-grade availability, and security with best-in-class SSL encryption.
- Easy scale for by adding users or offices as your business grows, in just minutes.
  - Seamlessly integrate multiple offices, remote employees, and devices.



Mobile- and BYOD-enabled

- Supports BYOD for all users with complete mobile business communications features.
- Enables single business identity with integrated voice and fax for every user.
- iOS® and Android™ apps for anywhere, anytime use of smartphones and tablets.

Awards & accolades

Industry experts, customers, and analyst agree: RingCentral is the trusted, respected, leader in cloud-based business communications solutions.

More than 300,000 business rely on RingCentral

Automotive

Construction

Education

Healthcare

Real Estate

Technology

Industry recognition

Gartner

RingCentral named a Leader in the 2015 Magic Quadrant for Unified Communications as a Service Worldwide

Awards

FROST & SULLIVAN

2014 Market Leadership Award

PC EDITORS' CHOICE PCMAG.COM

Editor's Choise Award 2015

Your solutions

All-inclusive solution with robust features for one low monthly cost



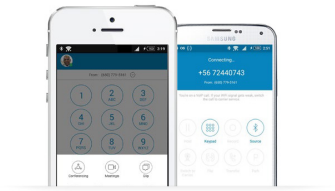
Cloud business phone system

- Enterprise-class voice, fax, conferencing, and web meetings.
- Easy management across locations and devices anywhere, anytime.
- Advanced call control features to manage your day-to-day business communications and collaboration.



Collaboration and conferencing

- Host interactive web meetings with anyone, from anywhere, using any device-computers, tablets, and smartphones.
- Increase office collaboration with easy screen and file sharing from Box and Dropbox™.
- Empower your teams to work, communicate, and collaborate faster and more effectively with a unified team workspace.



BYOD-ready mobile apps

- Take voice, fax, text, conferencing, and collaboration with you anywhere your smartphone goes.
- Manage your business phone system directly from your mobile app.
- One-click conferencing and online meetings.



Integration with cloud services and business apps

- Integrates out of the box with cloud services: Google Drive, Box, Dropbox.
- Seamless integration with CRM sales and support applications enables improved productivity and call efficiency.
- Create custom integrations that allow you to automate workflow and gain valuable insight from commu nications data.



Cloud-based contact center

- Enhance customer call experience with the interactive voice response (IVR) system.
- Reduce call handling times with screen pops that pull in information from CRM data.



Industry-leading customer care

- 24/7 technical and customer support.
- Robust self-service support portal.

Desk phones

Ask about our phone rental options.

	VVX 310	VVX 410	VVX 500
Polycom			
Voice Calls	6	12	12
Color Screen	No	Yes	Yes
Connection Speed	10/100/1000	10/100/1000	10/100/1000
Headset Switch	RJ9 with Hookswitch	RJ9 with Hookswitch	RJ9 with Hookswitch
PoE	Yes	Yes	Yes
Sidecar Capable	Yes	Yes	Yes

	SPA 303	SPA 508G	SPA 514G	SPA 525G2
Cisco				
Voice Calls	3	8	4	5
Color Screen	No	No	No	Yes
Connection Speed	10/100	10/100	10/100/1000	10/100
Headset Switch	No	Yes	Yes	Yes
PoE	No	Yes	Yes	Yes
Sidecar Capable	No	Yes (up to 2)	Yes (up to 2)	Yes (up to 2)

Polycom IP 5000	Polycom IP 6000	Yealink W52P	Cisco SPA 122
			
7-foot-range conference phone with Polycom HD Voice capability and PoE Support	12-foot-range conference phone with Polycom HD Voice capability and PoE Support	SIP cordless phone with DECT cordless technology and HD voice capability	Connect any analog device such as cordless phones, fax machines, and more

QUOTE

Quote Name: Cabrillo Unified School District Annual Saving Option
Valid Until: December 31st, 2020

Start Date:
Initial Term: 60 Months
Renewal Term: 60 Months

Currency: USD
Payment Plan: Annual

Prepared for

Cabrillo Unified School District
Randy Rudolph
rudolphr@cabrillo.k12.ca.us
+16507127100

RingCentral Office Services

Product	Charge Term	Quantity	Unit Price	Total
Additional Local Number	Annual	1	$12.00	$12.00
DigitalLine Unlimited Standard	Annual	310	$144.00	$44,640.00
e911 Service Fee	Annual	310	$12.00	$3,720.00
Compliance and Administrative Cost Recovery Fee	Annual	310	$42.00	$13,020.00
RingCentral Video	Annual	1	$0.00	$0.00
Polycom VVX-150 Business IP Phone - Rental	Annual	210	$12.00	$2,520.00
Polycom VVX-250 Business IP Phone - Rental	Annual	90	$18.00	$1,620.00
Polycom OBi302 ATA - Rental	Annual	10	$12.00	$120.00
			Total One - Time Payment*:	$0.00
			Total Annual Price*:	$65,652.00

*Does not include Taxes and Fees.

CABRILLO UNIFIED SCHOOL DISTRICT

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MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Officer
Leticia Bhatia, Assistant Superintendent, Curriculum and Instruction
CATEGORY: Information
ITEM TITLE: Update on our Opening of Schools: Modified Phase III Plan and Waiver Application

BACKGROUND:

Cabrillo Unified School District's Governing Board will receive an update and overview of our Opening of Schools Plan Phase III. As per Board direction at our October 8, 2020 Board meeting, we have now submitted the Modified Phase III Plan Waiver Application to the San Mateo County Office of Education, and this plan may be modified in order to adhere to any input provided by our county partners. The complete Modified Phase III Plan Waiver Application is attached. This application was submitted as a waiver with the understanding that the Opening Schools Steering Committee recommends that CUSD should only open after officially being in the 'moderate/orange tier" COVID-19 risk level as per California's Blueprint for a Safer Economy.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information. Once SMCOE approves the waiver, we will bring it back as an action item for the Governing Board to approve.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Opening of Schools Board Presentation Phase III

Governing Board Meeting

December 17, 2020

AGENDA

1. Overview of OSSC Recommendations
2. Phase III Opening of School Plan
    a. Timeline & Phases of Reopening
3. Opening of Schools Health and Safety
    a. 4 Pillars
    b. COVID-19 contact tracing
    c. Staff Testing
    d. Facilities
4. SB 98 Updates
    a. Student Engagement Absences & Participation Update
    b. Student Engagement Pyramid
5. Learning Continuity and Attendance Plan
6. MTSS/COST Team - RTI
7. Next Steps/ Questions

Overview of OSSC Recommendations

OSSC Meeting Dates

CUSD formed an Opening of School Steering Committee (OSSC) with representatives from both labor unions (California School Employees Associations (Classified) and Cabrillo Unified Teachers Association (Certificated)), parent representatives from our Parent Teacher Organizations (PTOs) and District English Learner Advisory Committee (DELAC), and representatives from various CUSD departments pertinent to Opening of Schools. We have met a minimum of once per month.

Below are the dates of all of our OSSC meetings thus far:

5/27/20 - 6/3/20 - 6/11/20 - 6/24/20 - 7/8/20 - 7/29/20 - 9/17/20 - 10/1/20 - 10/15/20 - 11/19/20 - 12/3/20

Overview of OSSC Recommendations

- Allow classroom staff to choose if they are comfortable returning for in-person instruction provided PPE is in place and if they feel safe
- Serve all students enrolled in our “Hybrid Learning Model” only if San Mateo County COVID-19 lisk levels are in the “moderate” tier (2%-4.9% “orange tier” COVID-19 positive cases) and Half Moon Bay cases comparable to the moderate “orange” level for at least 2 official weeks
- Begin Phase III no earlier than January 19, 2021 (tentative re-opening date) and only after two (2) official weeks in moderate “orange tier” level of COVID-19 risk

Hybrid Learning Model

Hybrid Learning Model (Model A: Hybrid of 2 days Synchronous in-person and 3 days Asynchronous Remote learning)

In this model, 1st-5th grade students are split into two cohorts. Students will attend synchronous in-person instruction/support twice per week and learn via asynchronous learning three times a week. Cohort A attends in-person classes for two days while Cohort B is at home learning asynchronously. Cohort B attends in-person classes for 2 days while Cohort A is at-home learning remotely asynchronously. Wednesdays are reserved for asynchronous learning, parent-teacher conferences, student-teacher check-ins, deep cleaning, teacher preparation/training/planning, and weekly staff meetings.

TK/K Hybrid Learning Model (Model A-TK/K): Hybrid of 4 days in-person and 2 days remote learning)

The first model is 4 days in-person synchronous learning and 1 day asynchronous learning for two cohorts AM/PM. In this model, students in transitional kindergarten and kindergarten will attend school Monday, Tuesday, Thursday, and Friday as part of either a morning (AM) or afternoon (PM) cohort.

DEFINITIONS:

Synchronous: Live Instruction between teacher and students (in-person or remote learning)

Asynchronous: Student independent self-directed learning (at home during remote learning) without teacher guidance

Sample TK/K Schedules Considered

960 Min per week	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort AM	2.5 hrs	2.5 hrs	Asynchronous Independent Assignments 1 hr	2.5 hrs	2.5 hrs
Cleaning	2 hrs	2 hrs		2 hrs	2 hrs
Cohort PM	2.5 hrs	2.5 hrs	Asynchronous Independent Assignments 1 hr	2.5 hrs	2.5 hrs

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-person Synchronous	In-person Synchronous	Asynchronous Independent Assignments	Asynchronous	Asynchronous
Cohort B	Asynchronous	Asynchronous	Asynchronous Independent Assignments	In-Person Synchronous	In-Person Synchronous

Sample of Proposed Instructional Minutes

900 Min per week	In-Person Synchronous *4 days am/pm cohorts*	Asynchronous *4 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	30 Minutes	15 Minutes	15 Minutes
Writing	20 Minutes	15 Minutes	15 Minutes
FUNdations	30 Minutes		
Math	30 Minutes	15 Minutes	15 Minutes
SEL	20 Minutes		
Science / Social Studies / PE/ ELD	20 Minutes		
Enrichment / Etc.		15 Minutes	15 Minutes
TOTAL Minutes	**150 Minutes (x4=600)**	**60 minutes (x4=240)**	**60 minutes (x1=60)**

Sample 1st - 5th Grade Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-person Synchronous	In-person Synchronous	Independent Assignments	Asynchronous	Asynchronous
Cohort B	Asynchronous	Asynchronous	Independent Assignments	In-Person Synchronous	In-Person Synchronous

1st - 3rd Grade Instructional Minutes

	In-Person Synchronous *2 full-day cohorts*	Asynchronous *2 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	40 Minutes (x2=80)	45 Minutes (x2=90)	45 Minutes
Writing	40 Minutes (x2=80)	50 Minutes (x2=100)	50 Minutes
FUNdations	30 minutes (x2=60)	30 Minutes (x2=60)	30 Minutes
Math	50 Minutes (x2=100)	50 Minutes (x2=100)	50 Minutes
SEL	30 Minutes (x2=60)	15 Minutes (x2=30)	15 Minutes
Science / Social Studies / PE / ELD	60 Minutes (x2=120)		
Enrichment / Etc.	40 Minutes (x2=80)		
TOTAL Minutes (1,150 Weekly)	**290 Minutes (x2=580)**	**190 Minutes (x2=380)**	**190 Minutes (x1=190)**

4th-5th Grade Instructional Minutes

	In-Person Synchronous *2 full-day cohorts*	Asynchronous *2 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	60 Minutes (x2=120)	60 Minutes (x2=120)	60 Minutes
Writing	45 Minutes (x2=90)	45 Minutes (x2=90)	45 Minutes
Math	60 Minutes (x2=120)	60 Minutes (x2=120)	60 Minutes
SEL	30 Minutes (x2=60)	20 Minutes (x2=40)	20 Minutes
Science / Social Studies / PE/ELD	90 Minutes (x2=180)		
Enrichment / Etc.	40 Minutes (x2=80)		
TOTAL Minutes (1,205 Weekly)	**325 Minutes (x2=650)**	**185 minutes (x2=370)**	**185 minutes (x1=185)**

Phase III
Opening of Schools Plan

Timeline and Phases of Reopening

At this time, based on San Mateo County (SMC) Health's Blueprint for a Safer Economy , our reopening of schools plan is focused on schools serving TK-5th to open only when San Mateo County has officially been in the County COVID-19 Risk Level of Moderate (orange tier) for a minimum of 2 full weeks. An amendment will be submitted to San Mateo County Office of Education for schools serving 6th-12th grade students in January/early February 2021.

We will be using a measured and phased-in approach to return to school beginning no earlier than January 19, 2021. Once we begin our Phase III Remote Learning Model, the length of time will rotate on a 2-week rolling calendar.

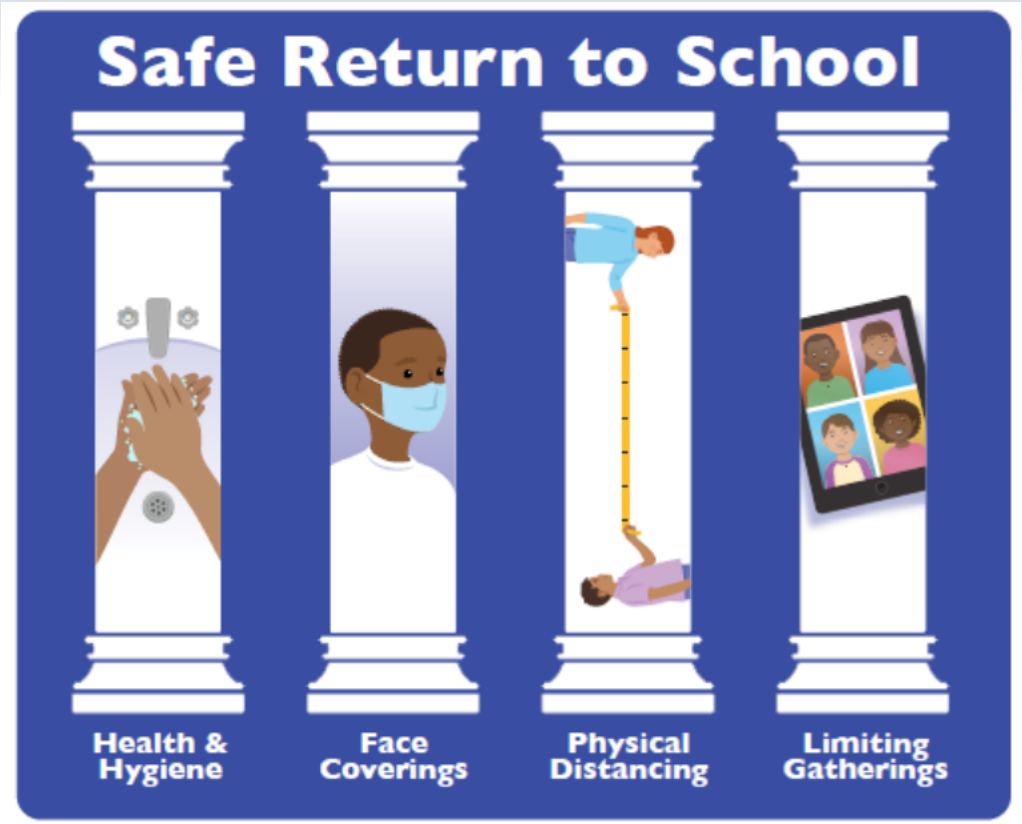
Week 1 and 2 Return to School (RTS) = Transitional Kindergarten / Kindergarten / 1st Grade

Week 3 and 4 Return to School (RTS) = 2nd and 3rd Grade

Week 5 and 6 Return to School (RTS) = 4th and 5th Grade

Health and Safety

4 Pillars

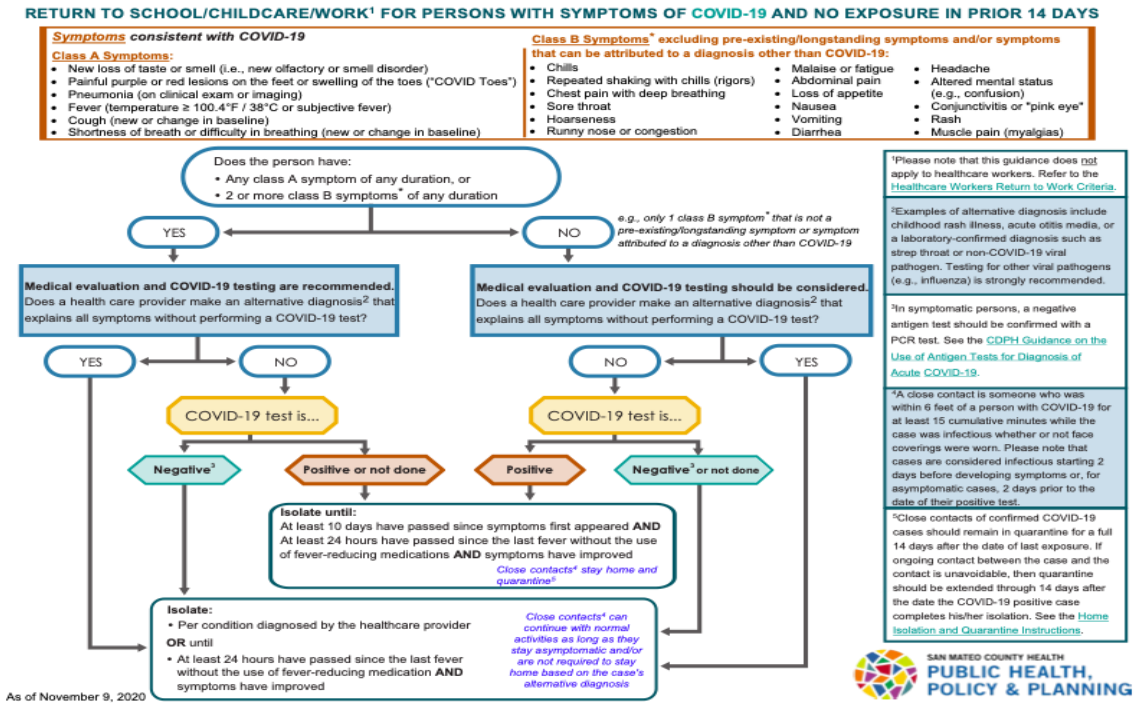

Safe Return to School
Health & Hygiene
Face Coverings
Physical Distancing
Limiting Gatherings

COVID-19 Contact Tracing



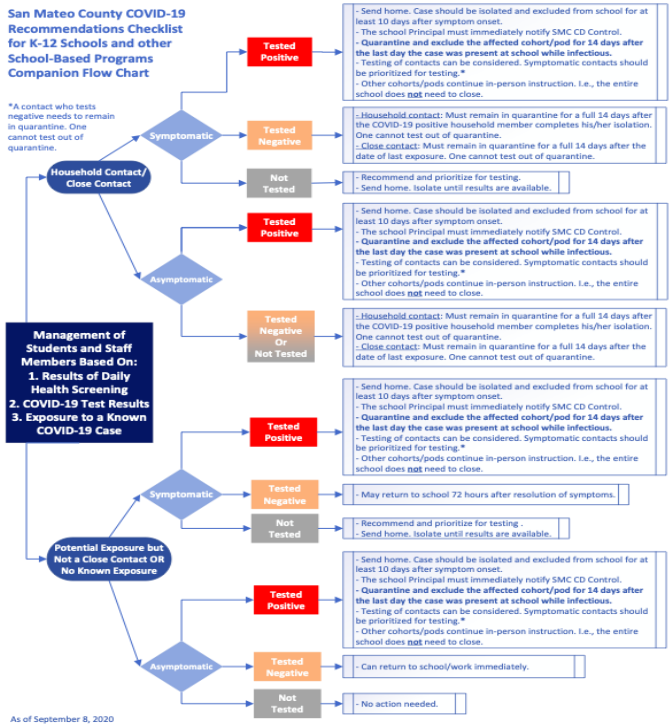
https://www.smchealth.org/coronavirus/what-is-contact-tracing

San Mateo County Health: Return to School Class A/Class B Symptoms:



[Return to School for Persons With Symptoms of COVID19 and No Exposure in Prior 14 Days]

San Mateo County COVID 19 Contact Tracing Companion Flowchart:



[COVID19 Recommendations Checklist for K-12 Schools and Other School-Based Programs Companion Flow Chart]

Staff Testing Protocol: Page 40

San Mateo County Coalition for Safe Schools and Communities

Pandemic Recovery Framework

- School staff should be tested, including teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.

For CUSD:

- Staff are tested periodically once per month thru contracted provider, Curative Labs
- Testing of staff currently on campuses, monthly
- Testing frequency may change as staff and school openings change

https://www.smcoe.org/assets/files/Alert_FIL/Pandemic_Recovery_Framework.pdf

Preparation of Facilities Update

Facilities

Site administrators and district maintenance and operations staff are consulting and collaborating to ensure that all classrooms and office spaces are COVID-19 ready. Actions taken and ongoing to ensure *"Four Pillars"* compliance include:

- Ingress and egress maps and markings
- Classroom arrangement to ensure student stations are six feet apart
- Personal Protective Equipment (PPE), including plexiglass for teacher stations, provided for each classroom at each school
- Hand-washing stations are being identified and signage deployed
- PPE Coordinators are being identified at each school to facilitate continuous availability
- Air-scrubbers have been procured for each classroom and office space to ensure appropriate ventilation

Elementary Entry/Egress Plans

Below are links to the Phase III entrance, egress, and movement plans specific to elementary schools:

- Alvin A. Hatch Elementary School
- El Granada Elementary School
- Farallone View Elementary School
- Kings Mountain Elementary School

Example of Classroom Following 4 Pillars







SB 98 Updates

Attendance

Important points to consider when reviewing our data...

Per SB 98: Daily participation is used to track attendance and may include any of the following:

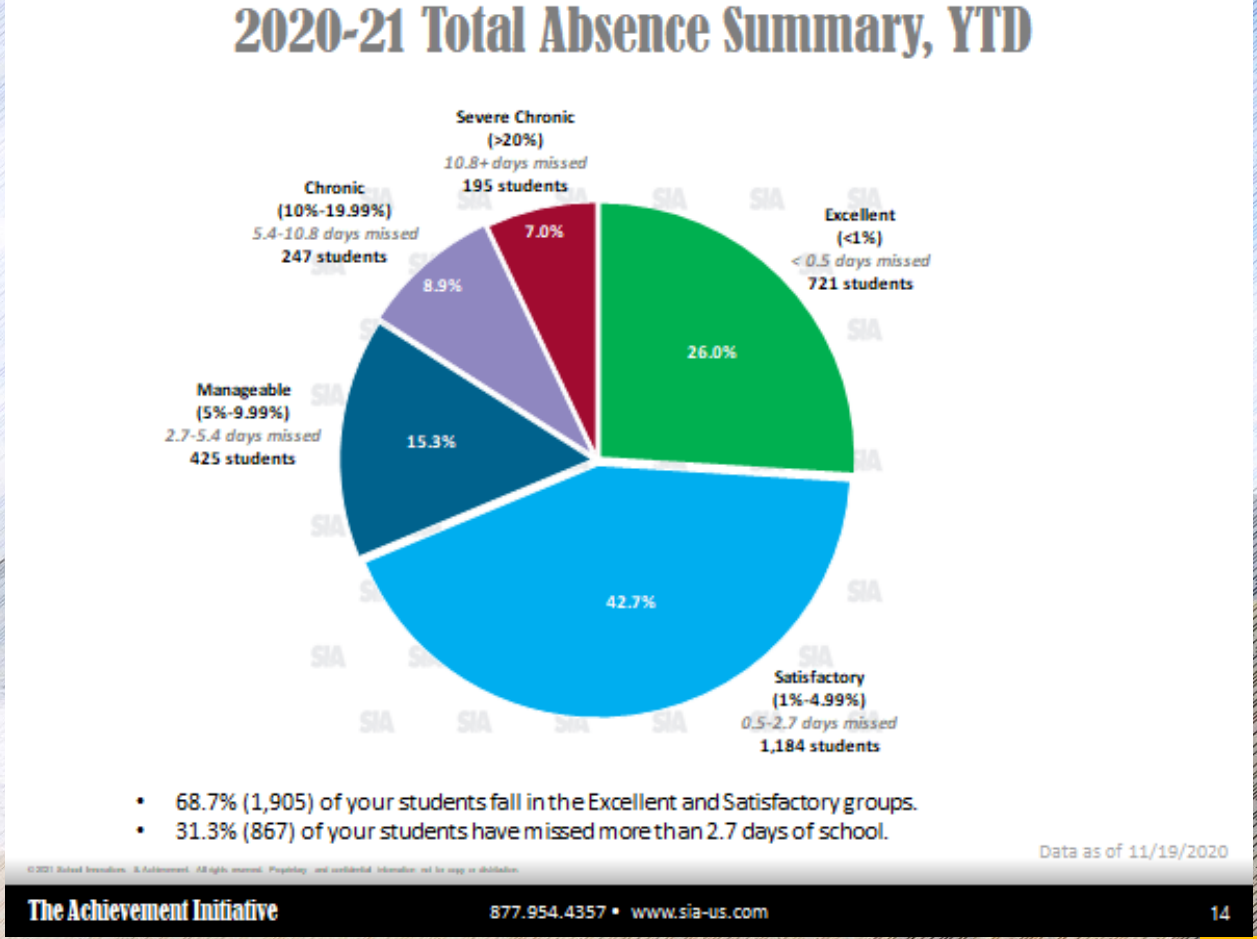
- Evidence of participation in online activities
- Completion of assignments
- Contacts between teacher/staff and the student/parent

The attendance code used for unexcused absence (not engaged in any of the above and not excused by parent) is RLU- Remote Learning Unexcused.

Teachers are keeping Weekly Engagement Logs and marking daily participation.

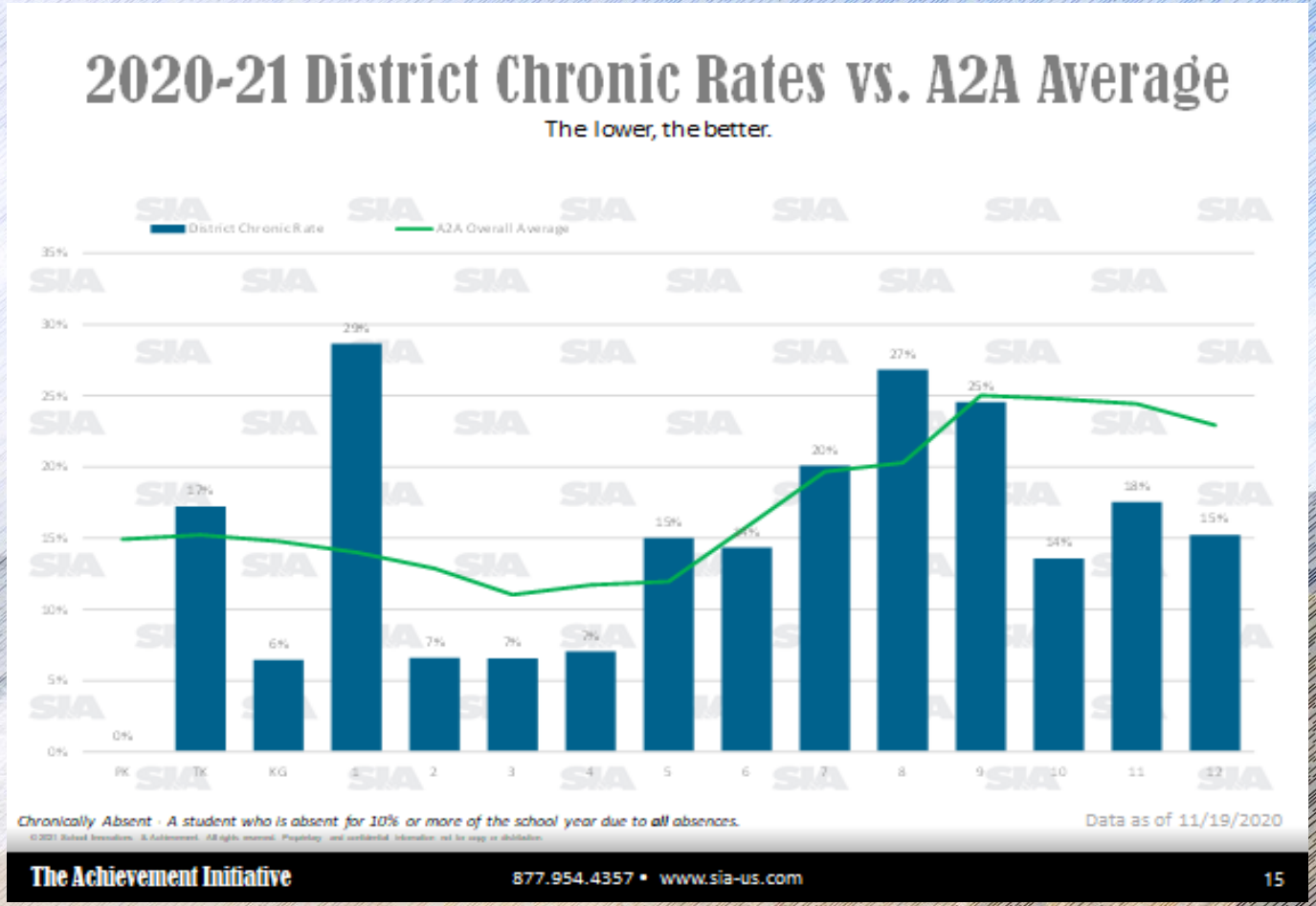
Attendance A2A

Total Absence Summary



Attendance A2A

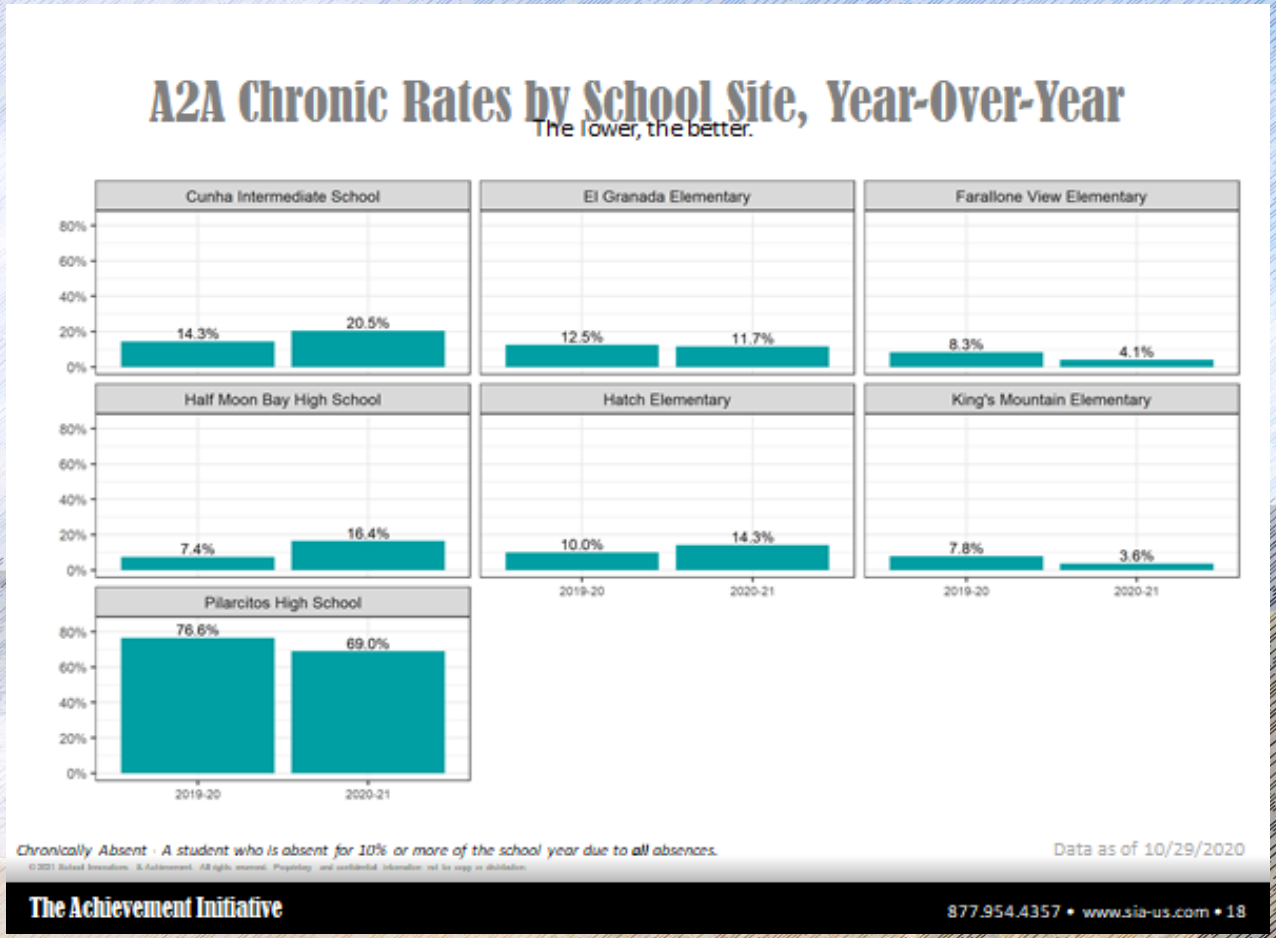
Chronic Rates



Attendance

A2A

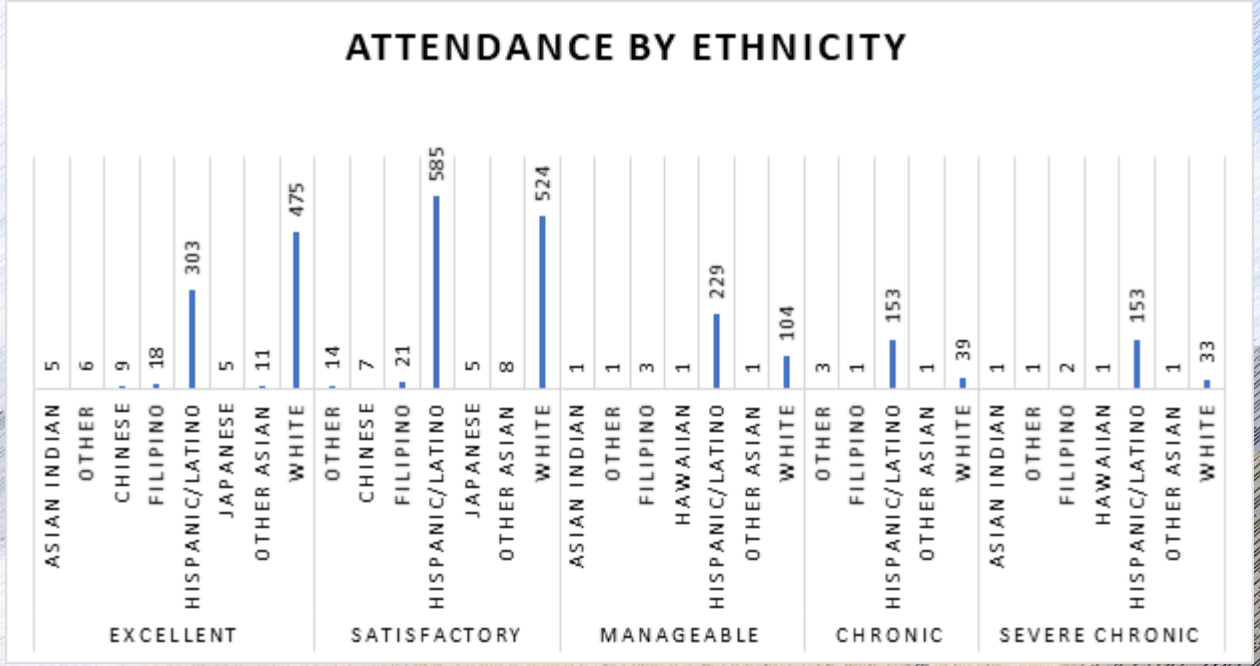
Rates by School Site



Attendance

Infinite Campus

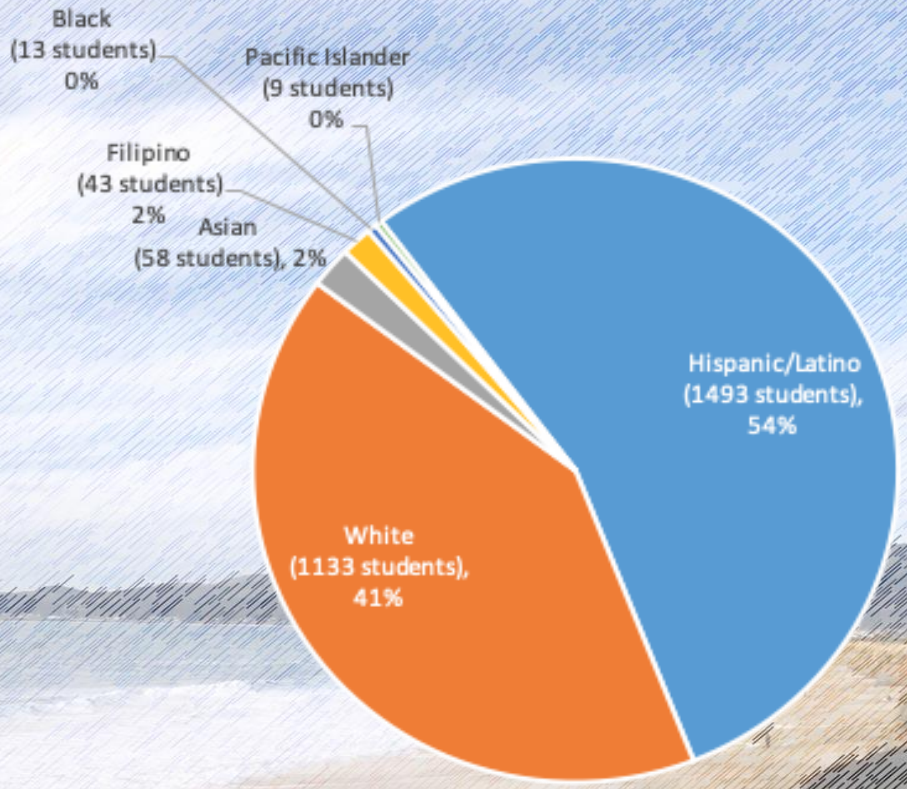
Ethnicity



Attendance

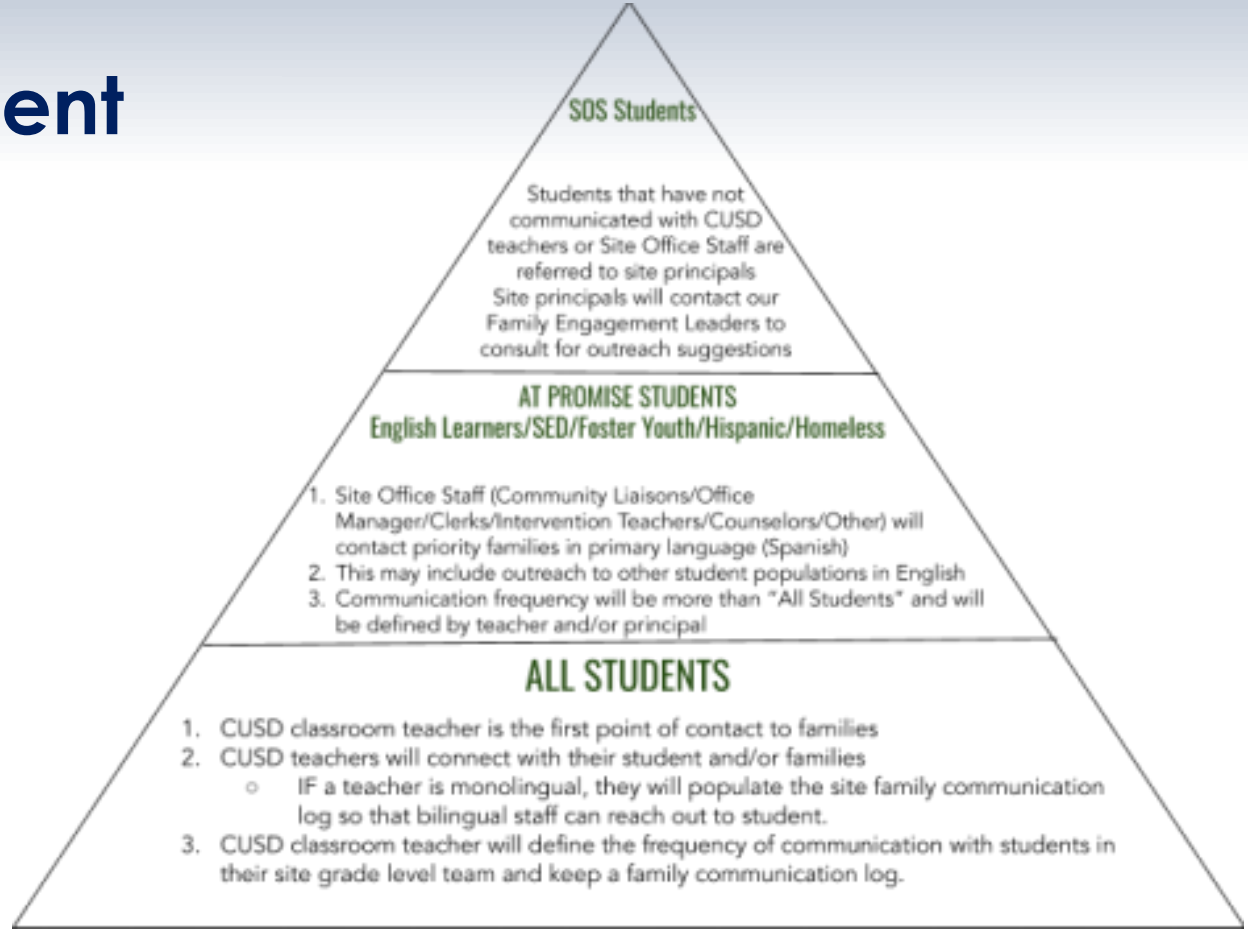
A2A

Demographic Breakdown of Dataset



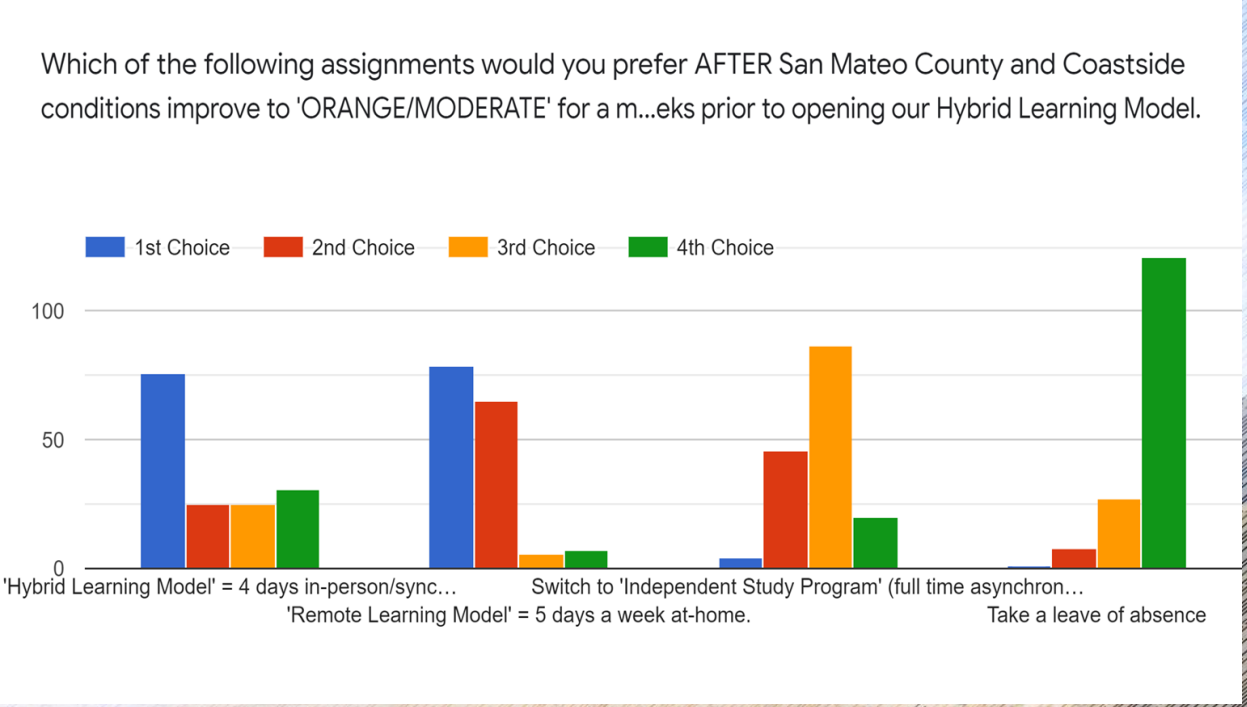
The pie chart displays the racial/ethnic composition of active students in the district. *NOTE--This does not include independent study.

Engagement Pyramid



Family and Staff Survey Results

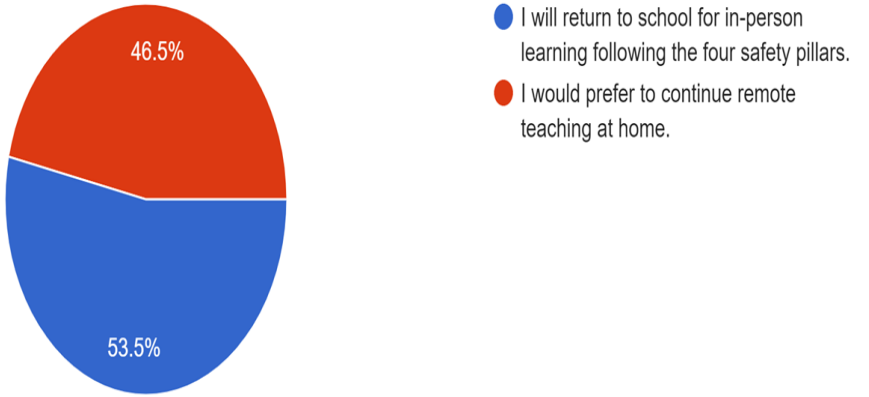
Staff Survey Results



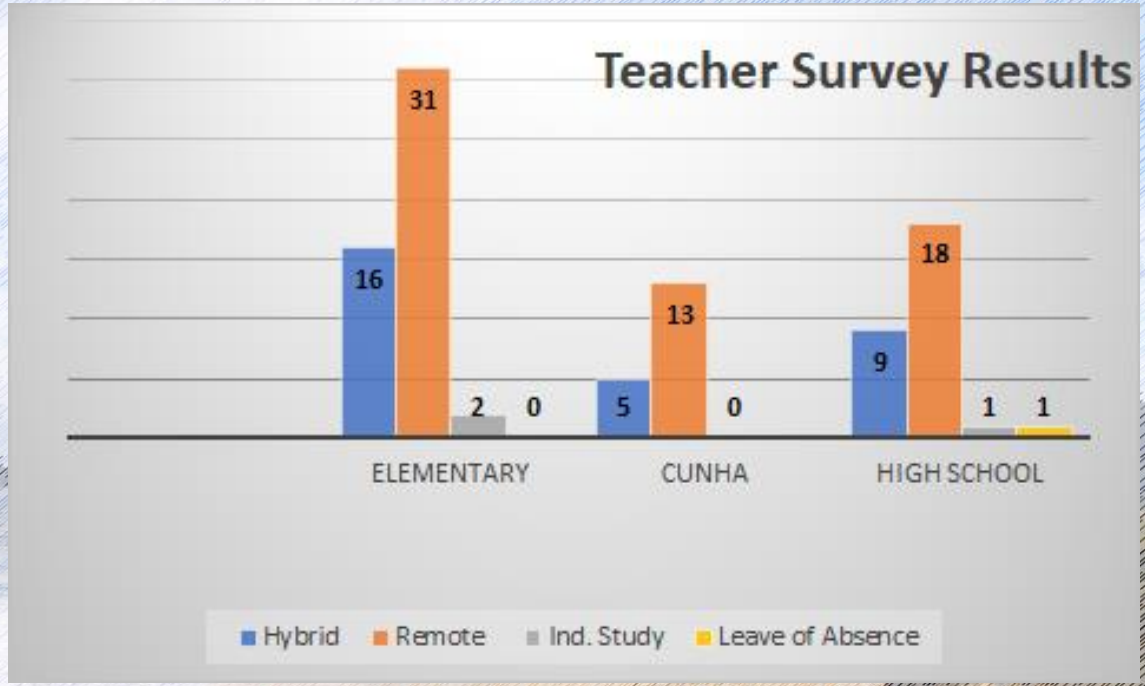
Staff Survey Results

Select the teaching/working preference for you. Please note, depending on staffing and county health guidelines, among other factors, this is not a ...ce, it is for data collection--to plan appropriately.

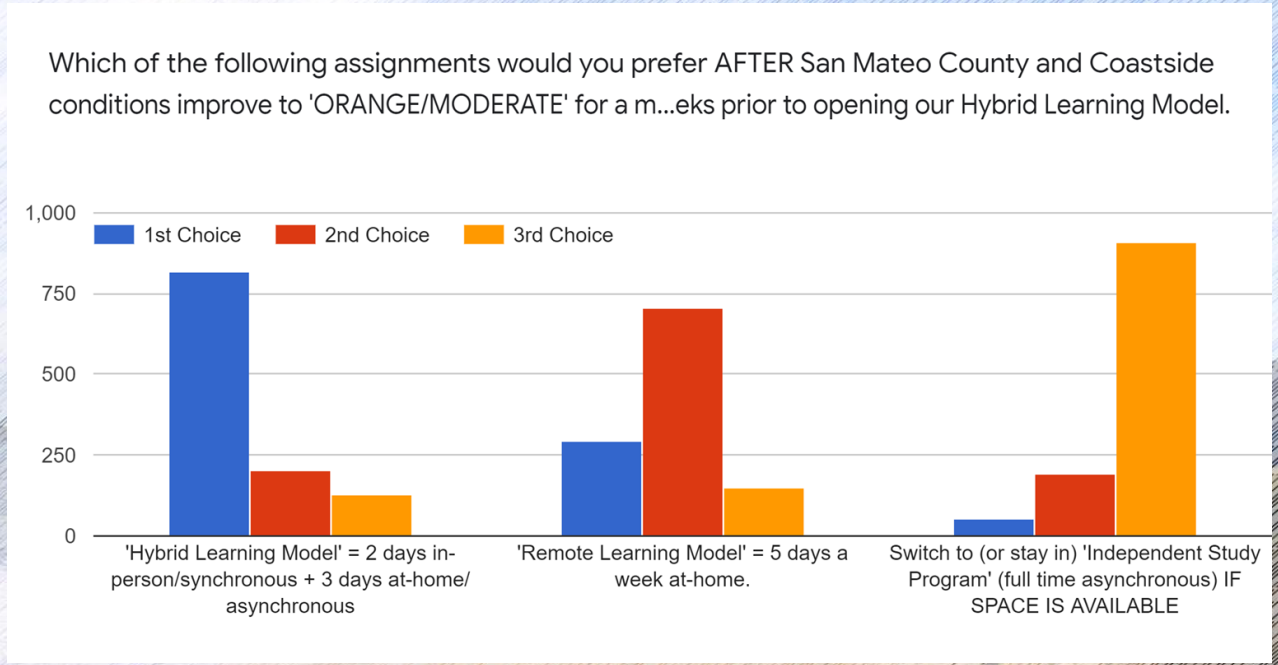
157 responses



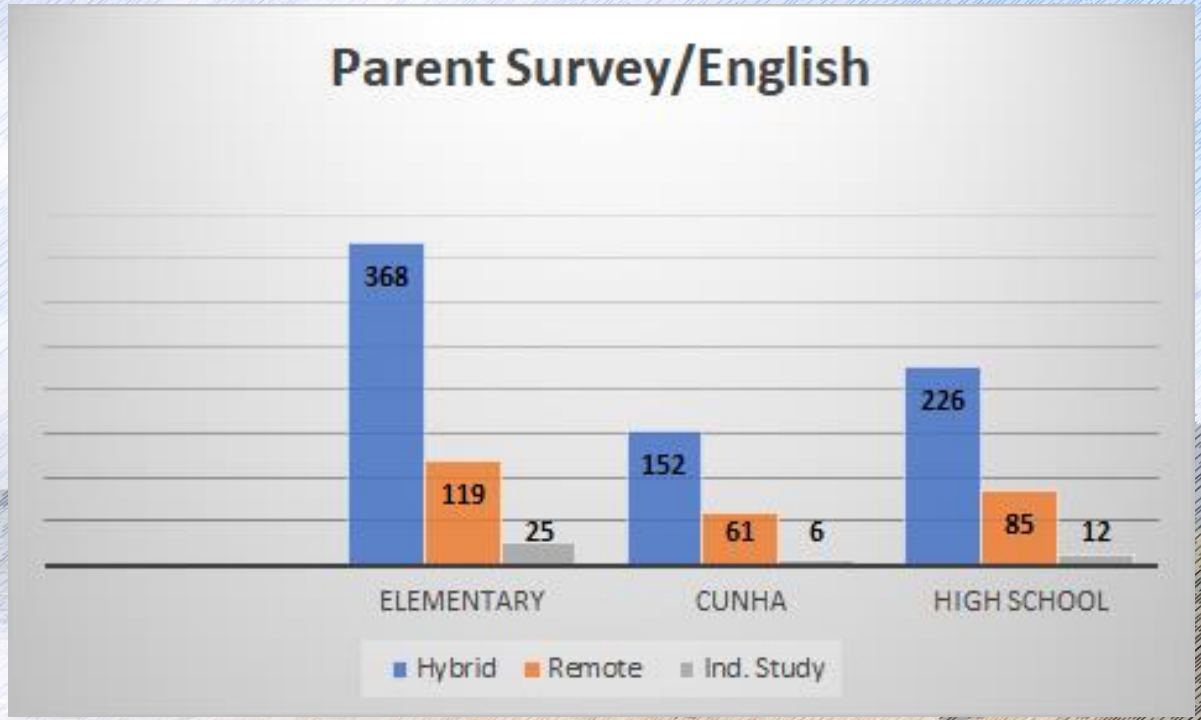
Teacher Survey Results



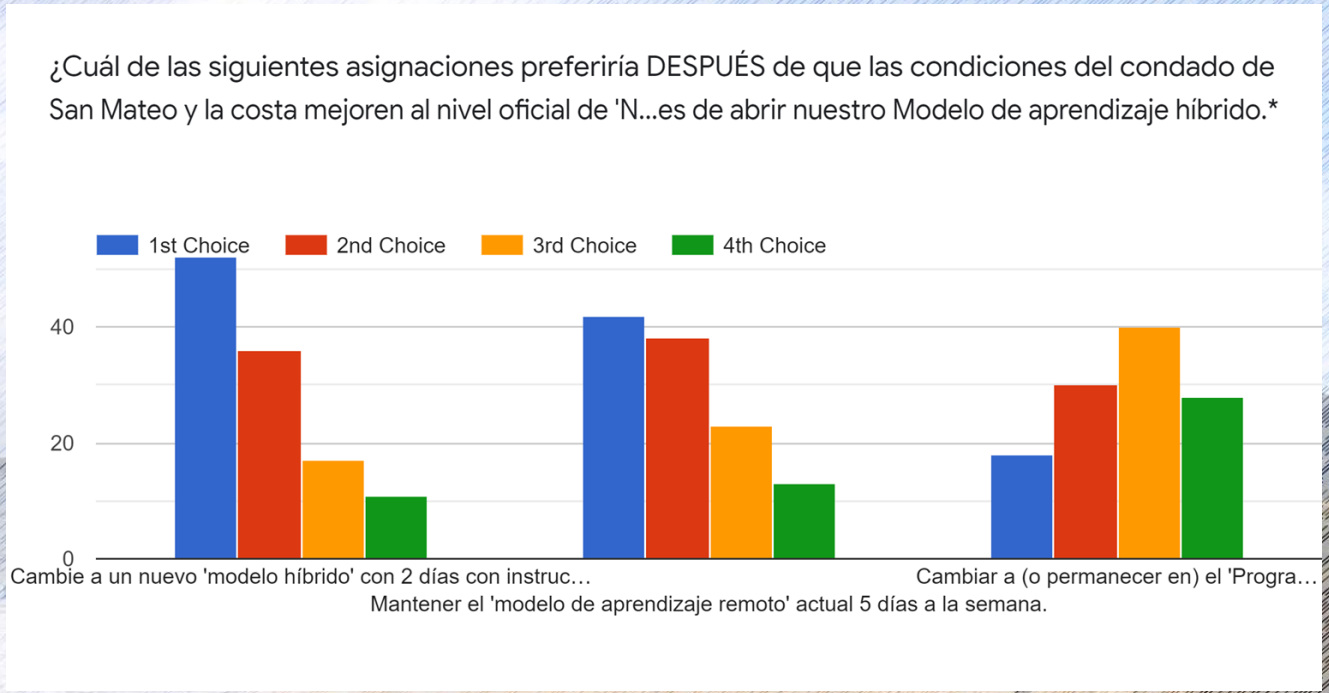
Parent Survey Results (English)



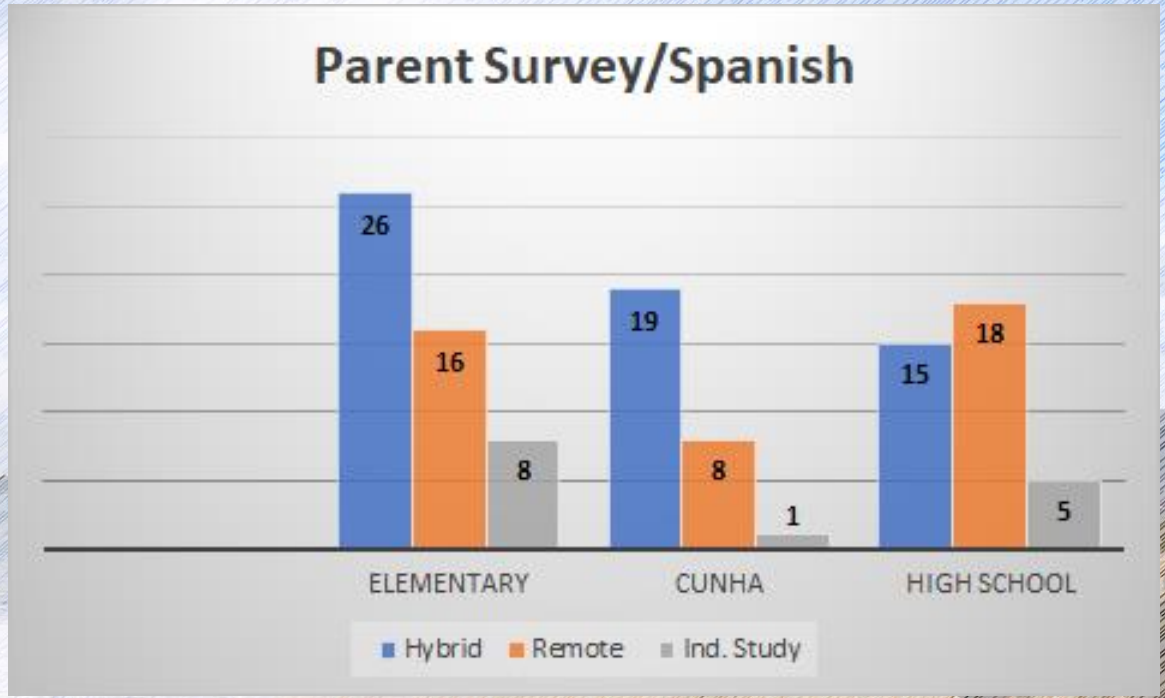
Parent Survey Results (English)



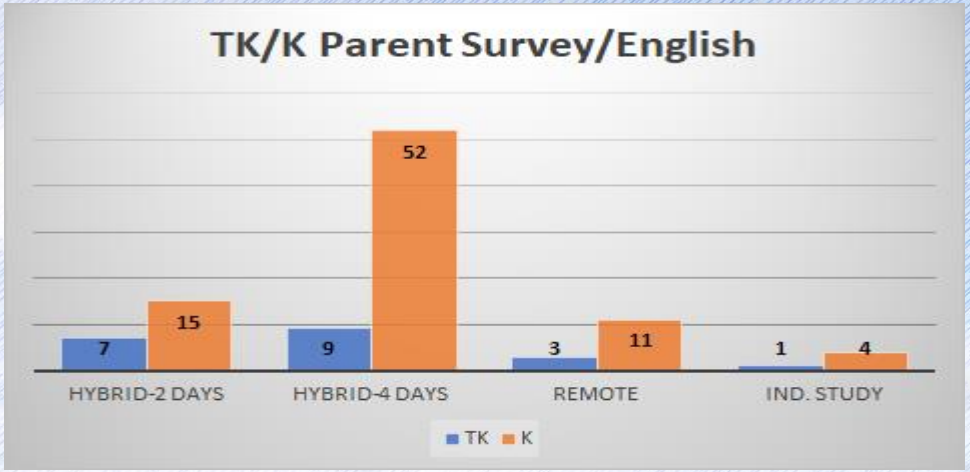
Parent Survey Results (Spanish)

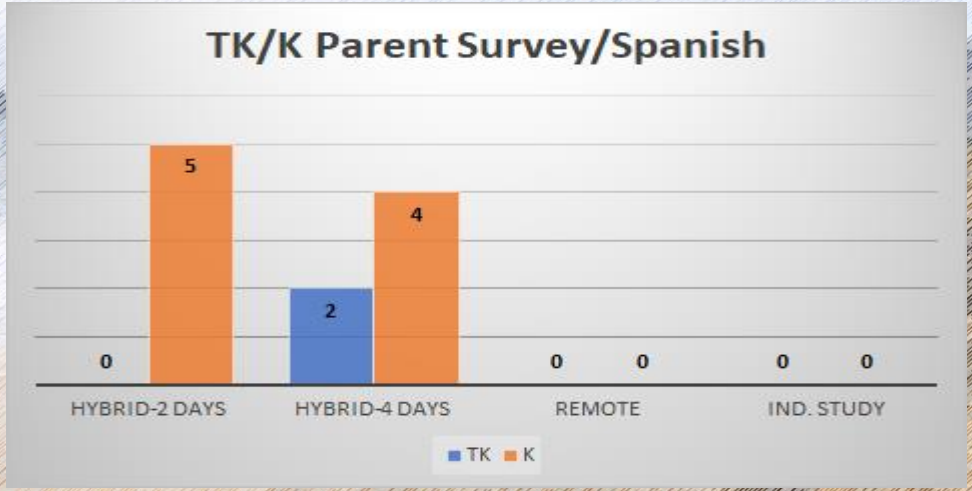


Parent Survey Results (Spanish)



Parent Survey Results (TK/K)





Learning Continuity and Attendance Plan (LCA Plan) Update

New Practices to Measure Student Loss

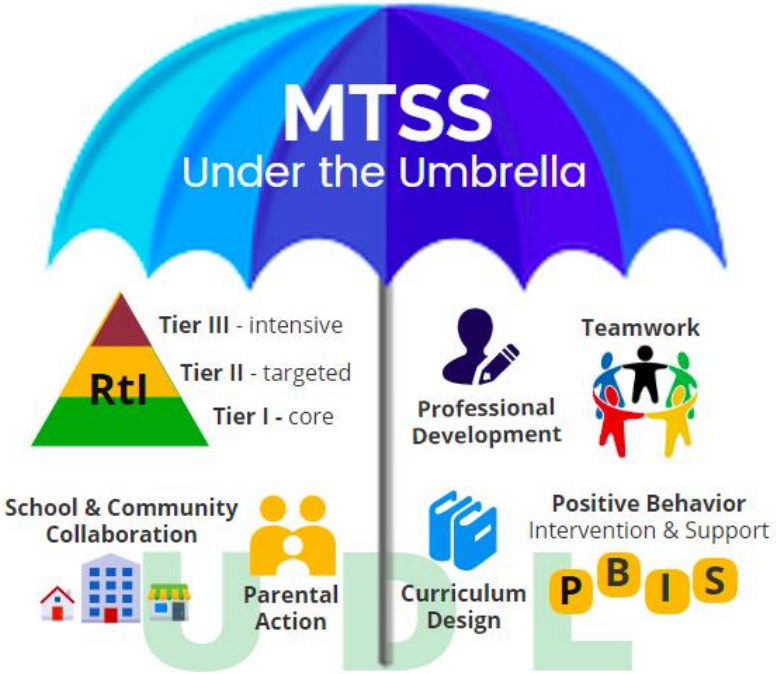
1. Measuring Learning Loss
    a. District-wide Online Assessments for CORE (ELA/ELD & Math)
    b. English Language Arts (including - Lexia, ESGI, DeltaMath, NoRedInk, iReady)
2. District-wide online programs to measure qualitative engagement
    a. Over 30 programs to measure engagement across Content Areas (Zoom, Google Classroom, SeeSaw, SchoolLoop)
3. Increase in COST and SST Team Meetings
4. Data Meetings to determine our 4 PLC questions:
    a. What are students Learning? (Priority Standards/Curriculum)
    b. How do we know what they learned? (Assessments)
    c. What support will be provided to students who did not learn? (Intervention)
    d. What support will be provided to students who learned? (Enrichment)

MTSS for Distance Learning

MTSS for Distance Learning

Multi-Tiered System of Support and our Coordination Of Service Teams (COST Teams) and Cougar Talk Teams

- Including tiered support for SEL, behavior, and academics
- Please see Intervention Pathway for Distance Learning



Update on Student Engagement

- Increased home visits and school site material pick-ups
- Assessment of distance learning classes/programs based on data (grade and attendance)
- Tiered responses include: adjustment in work or schedule, referral for counseling services, referral for family/social services, home visits, and regular phone/virtual visits (teachers, counselors, educational support services personnel)
- Mobilizing District and community resources to address student needs (community partners and social services)

COST Teams, Student Study Teams, 504 Meetings, and IEP Meetings

- School level coordination of data and action plans (COST Teams)
- Distance Learning Plans (DLP) for SST (intervention), 504 plans, and Individual Education Plans. Regular review and revision of DLPs
- Development of Distance Learning tiered response across several domains: Social/Emotional, Behavior, Academic, Positive Behavior Intervention, and Support
- Direct follow-up and co-creation of learning supports by staff and families (e.g., amount of Zoom meetings, duration of Zoom classes, adjusting digital work and pen/paper work, adjustments to assignments, assessments, et cetera)

General Trends in the Data and Responses

- Concerns for students fall into two main categories - academic and engagement. **Direct contact with families are held to investigate and co-create solutions. Consistent check-ins help determine if interventions are appropriate and working.**
- Academic concerns are related to assignments completed, regular access to digital programs, and completion rates on Edgenuity. **Regular department and staff meetings are held to make adjustments to programs and classes. Agreements by staff and administrators are made to adjust practices and policies.**
- Engagement is related to social emotional wellbeing. **There is an increase now in social emotional learning (SEL) work at elementary level, opening of learning pods, and flexibility in delivery of services (frequency, duration, and content).**

Next Steps



1. Receive feedback from SMCOE
2. Make necessary revisions
3. Monitor COVID-19 Risk Status
4. Continue to prepare for OS Schools
5. Present our Secondary OS Plan to our CUSD Governing Board in late January/early February
6. Continue to meet with District OSSC and Site based Task Force Teams
7. Once we enter day #1 of SMCOE officially entering the ‘orange/moderate’ level of risk, notify all stakeholders of our transition to Phase III on Day 15 of being in this level, beginning with TK/K/1st grade students

Questions?

Thank you!

Cabrillo Unified School District

Opening of Schools Plan 2020-2021

Phase III

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- ❑ IDENTIFICATION AND TRACING OF CONTACTS
- ❑ PHYSICAL DISTANCING
- ❑ STAFF TRAINING AND FAMILY EDUCATION
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- ❑ MEASURES TO PROTECT EMPLOYEE HEALTH
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- ❑ COMMUNICATION PLANS
- ❑ REFERENCES

GOVERNING BOARD



Kimberly Hines
President
2020



Lizet Cortes
Vice-President
2020



Mary Beth Alexander
Clerk
2020



Freya McCamant
Member
2020



Sophia Layne
Member
2020

LETTER FROM THE SUPERINTENDENT



Dear CUSD Community,

In collaboration with San Mateo County Public Health, San Mateo County Office of Education, and in accordance with state guidance and input from local surveys with families and staff , Cabrillo Unified School District (CUSD) began the 2020-2021 school year in a distance-learning format for all students. It is our hope that as conditions improve we can now gradually bring staff and students back to school using a phased approach to reopening of campuses.

We thank our staff and families who helped guide our work in their participation in the Opening Schools Steering Committee that has guided CUSD's plans for returning to school. Safety of students and staff is our highest priority. With this in mind, over 250 stakeholders representing parents, teachers, staff, leadership, and community worked together in partnership to prepare a comprehensive and research-based plan in line with county, state, and federal guidance. As guidance changes, our plans will adapt in order to maintain compliance and adapt as necessary.

We want to remind everyone we have been working on our safety, cleaning, and distancing procedures, and while these procedures can help us mitigate transmission risk, there is no way to entirely eliminate risk. However, by working together to implement the "Four Pillars" safety measures, we can all do our part to greatly reduce the risk to our students, staff, and families. But we must still continue to encourage everyone to 1) wear masks, 2) maintain physical distancing, 3) wash hands regularly, and 4) avoid convening in groups. Please remember that following these "Four Pillars" can help protect us as a greater community.

In order to meet the needs of our community as voiced in our stakeholder participation process, CUSD offered three instructional models: (1) Remote Learning Model, (2) Hybrid Learning Model (In-Person and Remote), and (3) Home Study/Independent Study Learning Model. As we strive to bring students and staff back to campuses, we will continue to update our stakeholders on the options available to them. Regardless of the instructional model in use, CUSD will continue to strive to provide a high quality education in a supportive environment aligned to our district vision to serve "Every Child, Every Day."

Please know that we appreciate your cooperation and support during this time of community challenge, and please know that we hope you and your families are staying safe and healthy during this difficult time.

Sincerely,

Sean McPhetridge, Ed. D.
Superintendent

ACKNOWLEDGEMENTS & PROCESS

The Governing Board and leadership team of the Cabrillo Unified School District would like to thank all of the members of the Opening of Schools Steering Committee, Task Forces, and all stakeholders who participated in surveys and focus groups. We thank all these individuals for selflessly giving of their time and expertise in the creation of this plan. A special thanks to the leadership of our collective bargaining units for their continued partnership throughout CUSD's response to the global pandemic. CUSD would also like to acknowledge the guidance of the California Department of Education Stronger Together Framework and the San Mateo County Office of Education's Pandemic Recovery Framework as we used their thorough planning materials as the foundation of our work.

CUSD surveyed staff numerous times and worked closely with families over the last six months to seek input and solicit recommendations from stakeholders for the reopening of schools. Hundreds of our staff members completed these surveys, and thousands of families responded to the family surveys. Meanwhile, over fifty volunteers made up of parents, teachers, staff, and leadership showed up in many meetings to serve on the Opening Schools Steering Committee and Task Force. Below you will find the three main forms of input which supported and guided the development of our Opening of Schools Plan.

The OS Steering Committee reviewed state and local guidance and provided input that led to the development of a recommendation for Opening of Schools. Grade level specific OS Focus Group subcommittees grouped into elementary, middle, and high school teams to focus specifically on each grade level band. Likewise, focus groups provided input from specific stakeholder groups, including parents, parents of English Learners with Spanish as their primary language, parents of students with disabilities, parents new to CUSD, staff members, and community partners.

Each work group studied reopening resources and guidance from within our county, region, state, and nation. They diligently worked on answering essential questions posed for various focus areas within their function. The input of each work group was then aggregated into one document. The total membership of the Task Forces, campus leaders, union leadership, and the Board of Trustees reviewed the plan and provided input.

OPENING OF SCHOOLS STEERING COMMITTEE MEMBERS

Sandra Jonaidi Food Services Coordinator **District Office**	David Porcel Elementary Administrator Representative **Hatch Elementary School**	Kristeen Nunziati-Ament PTO Representative **Farallone View Elementary School**
Jaime Rico Maintenance, Operations, & Transportation **District Office**	James Barnes Middle School Administrator **Cunha Intermediate School**	Lisa Zanette PTO Representative **Cunha Intermediate School**
Rosalva Segura Family Engagement, Early Learning, & Special Projects Coordinator **District Office**	John Nazar High School Administrator **Half Moon Bay High School**	Christy Walker / Amber Stariha Co-Presidents **Kings Mountain Elementary School**
Susan Ciccarelli Vana Nurse **District Office**	Cathy Gray Elementary Administrative Assistant **Hatch Elementary School**	Kerri Costa SIPA Representative **Dual Immersion Program** **Hatch Elementary School**
Martha Ladd **Director of Educational Support Services**	Stig Lynne CSEA President **District Office**	Roxanna Irani & Kendra Holland PTO Co-Representatives **Hatch Elementary School**
Misty Veloso CUTA Member **Hatch Elementary School**	Sonja Krieger CSEA Member / Secondary Administrative Assistant **Half Moon Bay High School**	Amy Broome PTO Representative **Half Moon Bay High School**
Sean Riordan CUTA Co-President **Half Moon Bay High School**	Brendan Roth Athletic Director **Half Moon Bay High School**	Breanna LaFontaine PTO Representative **El Granada Elementary School**
Claudia Lunstroth CUTA Co-President **Half Moon Bay High School**	Catalina Maya DELAC President **Hatch Elementary and Half Moon Bay High School**	Jim Davis Dual Immersion Representative **Hatch Elementary School**
Elizabeth Murillo **Community Liaison** **Hatch Elementary**	**Angelica Varela** **DELAC Member** **Hatch Elementary**	Josefina Infanzon Notetakers / Administrative Support **District Office**
Diane Paoli CSEA Vice President **District Office**	Caleb Hartman Teacher CUTA member / Cunha Intermediate Teacher	Jesus Contreras & Leticia Bhatia Co-Facilitators **District Office**

ELEMENTARY TASK FORCE MEMBERS

Maile Springer
Teacher
King's Mountain Elementary School

Bryan Felts
Science 5th Grade Teacher
Districtwide

Robin Inglis-Arkell
Teacher
Hatch Elementary School

Celia Sanchez
Teacher
Hatch Elementary School

Ramlin Younan
Psychologist
Hatch Elementary School

Misty Veloso
Teacher
Hatch Elementary School

Debbie Silveria
Teacher
Kings Mountain Elementary School

Rachael Sage
Teacher
Farallone View Elementary School

Laurel Bigelow
Teacher
Farallone View Elementary School

Amy McVicker
Farallone View Principal

Avis Calhoun
Teacher
El Granada Elementary School

Erica Krein
Teacher
El Granada Elementary School

Martha Ladd
Director of Educational Support Services

David Porcel
Hatch Elementary School Principal

MIDDLE SCHOOL TASK FORCE MEMBERS

Diane Angst
ELD Department Chair

Tom Cox
Social Studies
Department Chair

Karen Egan
Special Educations Teacher

Dena Grover
Librarian

Nicole Higaki
ELA/Reading Teacher

James Barnes
Principal

Ben Bartel
Assistant Principal

HIGH SCHOOL TASK FORCE MEMBERS

Michael Muramoto
Counselor

Traci Yerby
Teacher

Marsenne Kendall
Teacher

Nancy Damarodas
Paraprofessional

Joseph Centoni
Teacher

Hannah Carney
Teacher

John Nazar
Principal

Deanna Tower
Vice Principal

Andrew Boysen
Assistant Principal

LEARNING MODELS

In order to meet the needs of our community, CUSD offered 3 Learning Models.

Hybrid Learning Model (Model A: Hybrid of 2 days in-person and 3 days remote learning)
In this model, TK-12 students are split into two cohorts. Students will attend in-person synchronous instruction/support twice per week and learn via asynchronous learning three times a week. Cohort A attends in-person classes for two days while Cohort B is at home learning asynchronously. Cohort B attends in-person classes for 2 days while Cohort A is at-home learning asynchronously. Wednesdays are reserved for asynchronous learning, while staff engages in parent-teacher conferences, student-teacher check-ins, deep cleaning, teacher preparation/training/planning, and weekly staff meetings.

For TK/K, we are also highly considering a 4 days in person synchronous learning and 1 day asynchronous learning for two cohorts AM/PM. In this model, students in transitional kindergarten and kindergarten will attend school Monday, Tuesday, Thursday, and Friday as part of either a morning (AM) or afternoon (PM) cohort. This model is considered the most impactful model for our TK/K.

Remote Learning Model
In this model, TK-5th grade students receive a 100% online Remote Learning Model with a combination of Synchronous and Asynchronous Learning. All instructions will be a 100% at-home program for families who desire to remain in a distance learning format for the 20-21 school year. The program will mirror the instructional content being offered in the traditional modified model and will be instructed by CUSD teachers.

Home Study (TK-5)/Independent Study (6-12) Learning Model
Home Study is the alternative instructional program for grades kindergarten through twelve and is designed to serve those parents who are teaching their children at home. Parents provide direction and monitor student progress. Home Study is homeschooling. Their instructional strategies are responsive to the individual learning needs of their children. A credentialed teacher works directly with parents and provides appropriate educational materials.

A contract is signed establishing regular meetings with parents and students to assist families in the preparation of educational goals, to guide selection of curriculum development of instructional strategies, and to provide support. Through this cooperative effort, the Cabrillo Unified School District provides an instructional program designed to meet individuals students' needs as well as the legal requirements of California's compulsory attendance laws.

Home Study provides the opportunity for each student to be treated as all unique persons with individual needs, goals, and interests. We support the diversity of learning and teaching styles. We encourage students to interact with the world around them as well as learn from textbooks. This program is based on a commitment to a wide variety of educational philosophies.

For more information, please visit the home study /independent study program offered through Pilarcitos Alternative Education School at: Home Study Program at Pilarcitos High School.

HYBRID LEARNING MODEL & COHORTING

At this time, based on San Mateo County (SMC) Health's Blueprint for a Safer Economy , our reopening of schools plan is focused on schools serving TK-5th to open only when San Mateo County has officially been in the County COVID-19 Risk Level of Moderate (orange) for a minimum of 2 full weeks. An amendment will be submitted to San Mateo County Office of Education for schools serving 6th-12th grade students in January/early February 2021.

We will be using a measured and phased-in approach to return to school beginning no earlier than January 19, 2021. Once we begin our Phase III Remote Learning Model, the length of time will rotate on a 2-week rolling calendar.

Week 1 and 2 Return to School (RTS) = Transitional Kindergarten / Kindergarten / 1st Grade

Week 3 and 4 Return to School (RTS) = 2nd and 3rd Grade

Week 5 and 6 Return to School (RTS) = 4th and 5th Grade

For TK/K, two different models were considered. The first model is a 4 days in-person synchronous learning and 1 day asynchronous learning for two cohorts AM/PM. In this model, students in transitional kindergarten and kindergarten will attend school Monday, Tuesday, Thursday, and Friday as part of either a morning (AM) or afternoon (PM) cohort. The second model will follow the 1st - 5th grade model.

1st - 5th grade students are split into two cohorts. Students will attend in-person instruction/support twice per week and learn via Asynchronous Learning three times a week. Cohort A attends in-person classes for two days while Cohort B is at home learning asynchronously. Cohort B attends in-person classes for 2 days while Cohort A is at-home learning asynchronously. Wednesdays are reserved for asynchronous learning, parent-teacher conferences, student-teacher check-ins, deep cleaning, teacher preparation/training/planning, and weekly staff meetings. Each cohort will not exceed the capacity of a classroom and will adhere to the 4 pillars and 6 foot distanced desks.

Below you will find samples of TK-5 sample schedules for the in-person Hybrid Learning Model.

SAMPLE TK & K GRADE SCHEDULES

960 Min per week	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort AM	2.5 hrs	2.5 hrs	Independent Assignments	2.5 hrs	2.5 hrs
Cleaning	2 hrs	2 hrs		2 hrs	2 hrs
Cohort PM	2.5 hrs	2.5 hrs	Independent Assignments	2.5 hrs	2.5 hrs

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-person Synchronous	In-person Synchronous	Independent Assignments	Asynchronous	Asynchronous
Cohort B	Asynchronous	Asynchronous	Independent Assignments	In-Person Synchronous	In-Person Synchronous

SAMPLE TK & KINDERGARTEN INSTRUCTIONAL MINUTES

900 Min per week	In-Person Synchronous *4 days am/pm cohorts*	Asynchronous *4 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	30 Minutes	15 Minutes	15 Minutes
Writing	20 Minutes	15 Minutes	15 Minutes
FUNdations	30 Minutes		
Math	30 Minutes	15 Minutes	15 Minutes
SEL	20 Minutes		
Science / Social Studies / PE/ ELD	20 Minutes		
Enrichment / Etc.		15 Minutes	15 Minutes
TOTAL Minutes	**150 Minutes (x4=600)**	**60 minutes (x4=240)**	**60 minutes (x1=60)**

SAMPLE GRADES 1-3 SCHEDULE

Students in grades first through third (1-3) will attend on a rotating schedule. Students assigned to the A cohort will always attend Monday and Tuesday. Students assigned to the B cohort will always attend Thursday and Friday. Wednesday will be an Asynchronous day for all students.

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-person Synchronous	In-person Synchronous	Independent Assignments	Asynchronous	Asynchronous
Cohort B	Asynchronous	Asynchronous	Independent Assignments	In-Person Synchronous	In-Person Synchronous

GRADES 1-3 INSTRUCTIONAL MINUTES

	In-Person Synchronous *2 full-day cohorts*	Asynchronous *2 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	40 Minutes (x2=80)	45 Minutes (x2=90)	45 Minutes
Writing	40 Minutes (x2=80)	50 Minutes (x2=100)	50 Minutes
FUNdations	30 minutes (x2=60)	30 Minutes (x2=60)	30 Minutes
Math	50 Minutes (x2=100)	50 Minutes (x2=100)	50 Minutes
SEL	30 Minutes (x2=60)	15 Minutes (x2=30)	15 Minutes
Science / Social Studies / PE / ELD	60 Minutes (x2=120)		
Enrichment / Etc.	40 Minutes (x2=80)		

TOTAL Minutes (1,150 Weekly)	**290 Minutes (x2=580)**	**190 Minutes (x2=380)**	**190 Minutes (x1=190)**

SAMPLE GRADES 4-5 SCHEDULE

Students in grades fourth through fifth (4-5) will attend on a rotating schedule. Students assigned to the A cohort will always attend Monday and Tuesday. Students assigned to the B cohort will always attend Thursday and Friday. Wednesday will be an Asynchronous day for all students.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Cohort A	In-person Synchronous	In-person Synchronous	Independent Assignments	Asynchronous	Asynchronous
Cohort B	Asynchronous	Asynchronous	Independent Assignments	In-Person Synchronous	In-Person Synchronous

GRADES 4-5 INSTRUCTIONAL MINUTES

	In-Person *2 full-day cohorts*	Asynchronous *2 days*	Asynchronous Independent *Wednesday*
Reading / Language Arts	60 Minutes (x2=120)	60 Minutes (x2=120)	60 Minutes
Writing	45 Minutes (x2=90)	45 Minutes (x2=90)	45 Minutes
Math	60 Minutes (x2=120)	60 Minutes (x2=120)	60 Minutes
SEL	30 Minutes (x2=60)	20 Minutes (x2=40)	20 Minutes
Science / Social Studies / PE/ELD	90 Minutes (x2=180)		
Enrichment / Etc.	40 Minutes (x2=80)		
TOTAL Minutes (1,205 Weekly)	**325 Minutes (x2=650)**	**185 minutes (x2=370)**	**185 minutes (x1=185)**

CLEANING AND DISINFECTION

Shared surfaces will be regularly cleaned and disinfected, and shared items will be minimized.

- CUSD has implemented the disinfection guidelines from the CDC, CDPH, and CDE.
- CUSD has purchased specialized cleaning and disinfecting equipment to optimize cleanliness.
- Common high-touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs, etc.) using the following CUSD cleaning schedule.
- Buses will be appropriately disinfected between routes.
- CUSD will deploy in every classroom air-scrubbers to ensure appropriate ventilation.
- CUSD's HVAC systems will be adjusted and programmed to maximize fresh air intake at all school sites.
- CUSD follows the San Mateo County Schools Insurance Group Cleaning and Disinfection Procedures as they

relate to COVID.

- The term “cleaning” means mopping, vacuuming, removing trash, and cleaning doors and door jambs; this will happen at least 3x/week for every room.
- The term “disinfecting” means wiping down highly-touched surfaces with CDC approved disinfectant for the COVID-19 virus; this will happen at least every day throughout each campus; “sanitizing” means spraying daily each classroom/office/bathroom with a CDC approved solution.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Movement of students, staff, and parents will be managed to avoid close contact and/ or mixing of cohorts.

CUSD will adhere to the health and safety protocols outlined by San Mateo County’s Pandemic Recovery Framework (PRF) . The Four Pillars are Health and Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings. To inform all health and safety decisions, CUSD will continuously review the following and update our procedures accordingly:

- California Department of Public Health (CDPH)
- CDPH Framework for Reopening Schools
- San Mateo County Health Orders;
- Centers for Disease Control

Elementary cohorts will meet socially distanced desks of 6 feet as per San Mateo County’s Pandemic Recovery Framework (PRF).

Below are the entrance, egress, and movement maps specific to sites opening during our modified Phase III:

- Alvin A. Hatch Elementary School
- El Granada Elementary School
- Farallone View Elementary School
- Kings Mountain Elementary School

CUSD will not allow nonemployees on campus without an appointment.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face Covering requirements will be satisfied and monitored.

Students and CUSD staff will wear face coverings during their time on campus and will be permitted mask breaks while physical distancing outdoors only. Teachers and school staff will monitor face covering requirements among students and themselves. Site administrators will also monitor face covering requirements among all personnel and students.

In regards to Face Coverings, CUSD will follow the guidelines below:

- Face Coverings Healthy Hygiene Practices
- Physical Distancing Protocol
- Extra masks will be available in the MU Learning Pod spaces, the classroom spaces, and in the school office of each site with Learning Pods and/or small cohort classes.
- We will follow the CDPH guidelines for students wearing masks. Students 2 years or younger will be exempt from wearing masks as well as students who have trouble breathing or are unable to remove the face covering without assistance.
- A cloth face covering or face shield can be removed for meals, snacks, to drink fluids, during naptime or outdoor recreation, or when it needs to be replaced. Removed masks will be placed in a paper bag marked with the student’s name until in use again.

- In order to comply with CDPH guidance, we will exclude students from campus if they refuse to wear a face mask. As noted, spare face masks will be available in the classroom and school office in the event a student forgets or damages their face mask.
- Staff will have available to them face shields when working with students that require toileting or other types of medical procedures where close proximity is necessary as well as when they are working with students with disabilities.
- Teachers will develop activities and classroom protocols to help students understand the necessity for face mask compliance.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Students and staff will be screened for symptoms of COVID-19 and will be separated from others and sent home immediately.

Here are the Symptom Checking Questions:

Do you have a fever? Please record your temperature here_____. If your temperature is equal or more than 100.4F, you may not participate.	No	Yes
In the past 14 days, have you come into close contact, that is less than 6 feet for more than 15 minutes, with someone that has COVID-19?		
Do you feel ill?		
Do you have:		
· Cough (new) · Shortness of breath or difficulty breathing (new) Chest pain · Chills · Fatigue · Muscle or body aches · Congestion or runny nose · Sore throat · Headache · New loss of taste or smell · Nausea · Vomiting (unidentified cause, unrelated to anxiety or eating) · Diarrhea Rash Pink Eye Purple/red lesions on the feet or swelling of the toes		

- Students will be screened by parents at home prior to coming to school, using a wellness app or web browser (through a district executed contract with a wellness company) that aligns with the COVID-19 Health Screening Questionnaire. For students whose digital health screening has not been received by the school, they will be screened upon arrival at school. The screening will involve answering the COVID-19 Health Screening Questionnaire and a non-contact temperature check. There will also be a visual assessment of students at each

school's entry point and again by the classroom teacher. Visual assessment looks for following signs of illness: cough, runny nose, headache, and/or stomach ache.

- Staff must self-screen before coming to work, will attest to not having any new symptoms, and may be given additional screening.
- Active screening will take place for any student or staff who member acknowledges or exhibits symptoms.
- Isolation areas have been identified at each school for students who appear to be sick to wait for a family member or approved emergency contact to pick the student up.
- Staff receive a symptom check questionnaire each morning and are required to complete the self screening and submit each day regardless of whether or not they are working on site.

Please click on the link to review CUSD Symptom Checker

Sample COVID-19 Health Screening Questionnaire

A person who answers "Yes" to any one of the following questions cannot enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME and seek medical care as needed.

2. Within the past 14 days did you live in the same household as, or did you have close contact with, someone who tested positive for COVID-19 and/or someone who has been in isolation for COVID-19? Close contact is less than 6 feet for 15 minutes or more regardless of whether masks were worn or not.

Yes – STAY HOME and consult with your medical provider as needed.

3. Have you had any new or unexplained symptoms since the last symptom check?

In the absence of a more likely diagnosis:

At least 1 of the following:

- Fever (temperature ≥ 100.4° F /38° C or subjective fever)
- Vomiting
- Diarrhea
- Conjunctivitis or "pink eye"
- Rash
- New loss of taste or smell (i.e., new olfactory or taste disorder)
- Painful purple or red lesions on the feet or swelling of the toes ("COVID Toes")

OR At least 2 of the following:

- Chills
- Repeated shaking with chills (rigors)
- Cough (new or change in baseline)
- Shortness of breath or difficulty breathing (new or change in baseline)
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain (myalgias)
- Malaise or severe fatigue
- Abdominal pain
- Loss of appetite
- Nausea
- Headache

Yes – STAY HOME and seek medical care/testing.

HEALTHY HYGIENE PRACTICES

Most health and safety efforts are designed to minimize the three most important factors to contagion: **proximity** + **intensity** + **duration**. When we limit all three and provide fresh and effective air **ventilation** and filtration, we limit the

spread.

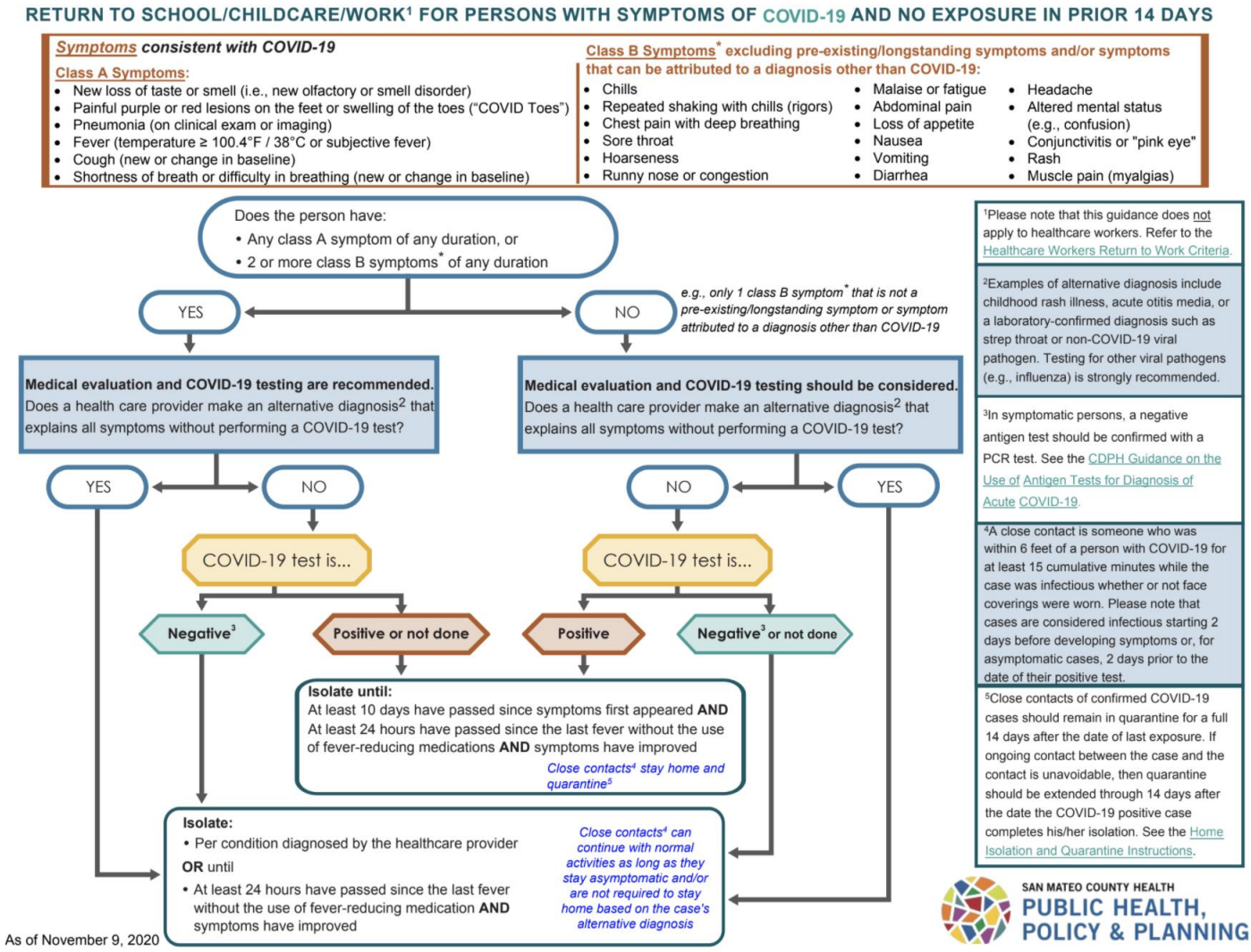
- Cleaning schedules will be posted in all rooms that will be used to serve students utilizing our cleaning schedule form.
- Custodial staff and Learning Pods facilitators will ensure that all cleaning and disinfecting materials are safely stored and are not within student reach.
- A *Welcoming Station* with thermometer, sanitizing gel, wipes, gloves, and any other pertinent PPE materials will be present at each location serving students.
- Cleaning and sanitizing schedules will reflect the frequency of cleaning and sanitation.
- Information about the sanitizers and cleaning materials will be available at all rooms serving students.
- Principals will regularly monitor that all locations where students will be served are appropriately cleaned and sanitized.
- All spaces used to deliver in-person services to students will be cleaned and sanitized daily.
- All cleaning and disinfection protocols will be available to all stakeholders.
- The schedule for bathroom cleaning will be posted and/or available at prominent places at all school campuses.
- Cleaning schedules may be procured from front office staff and/or site administrators.

To enforce the Four Pillars, all parents and students will be inserviced and trained on protocols for entrance, exit, and moving around the school.

The use of handwashing stations and hand sanitizer will be promoted and incorporated into routines.

- Each campus will ensure there is a handwashing station per 100 students.
- Each class has a mounted hand sanitizer dispenser next to the doorway so students and staff can have access to hand sanitizer each time they enter or exit the classroom.
- For TK-5th grade, there will be designated bathrooms on campus which will also have a hand washing area and hand sanitizing station.
- Hand washing and other hygiene protocols will be taught and regularly prompted throughout the school day. Safe hygiene practices will be incorporated into each site's school-wide positive behavior and intervention strategies.
- Teachers and staff will also model proper hygiene protocols.

IDENTIFICATION AND TRACING OF CONTACTS



This section will provide details on actions staff will take when there is a confirmed case and confirmation that schools have designated staff persons to support contact tracing and serve as a liaison with CUSD, SMCOE, and SMC Health staff. CUSD's Identification and Tracing of Contacts is directly aligned with SMCOE Pandemic Recovery Framework where there is detailed information on symptom checking and contact tracing. Additionally, the flowchart provided will detail actions to be taken in the event of a case or direct contact with a case occurs within our cohorts.

PHYSICAL DISTANCING

Space and routines will be arranged to allow for physical distancing of students and staff.

Our custodial and maintenance staff are working directly with site administrators and teachers to prepare classrooms and to mark outdoor spaces appropriately.

- Classrooms will be arranged to ensure that student stations are spaced six feet apart.
- Transparent physical plexiglass barriers will be available in every classroom.
- Playground equipment will not be used during recess.
- Entry, exit, lunch, and recess will occur on a staggered schedule.

- Routes will be designated for entry and exit to school, lunch, recess, and other transition times, as practicable.
- Group activities will be held virtually.
- Lunches will be individually packaged for “stop and go” delivery.
- Schools will restrict access to non-essential visitors, volunteers, and outside groups.
- Staff will be asked to practice physical distancing at all times when on school property.
- Transparent physical plexiglass barriers will be installed in front office areas where face-to-face interaction with the public occurs.

STAFF TRAINING AND FAMILY EDUCATION

Staff will be trained and families will be educated on the implementation and enforcement of the plan.

- For CUSD Staff: In-person training sessions on site will be initiated for staff to walk them through the new protocols. Staff will have access to protocols both electronically and via paper copy. Staff will also engage in reviewing COVID-19 videos as posted on our website.

From our CUSD COVID-19 Injury and Illness Prevention Plan:

The school district will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual, and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread?
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
- Hand washing should occur before and after using the toilet, eating, coming and going to work after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing
- Methods to avoid touching eyes, nose, and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
- Reading labels, wearing proper personal protective equipment (PPE), hazard review, and steps to minimize harm to employees using those products.

STAFF TESTING

CUSD leaders will ensure that staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be quarantined and highly recommended to take a COVID-19 test.

School staff are essential workers, and staff include teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. CUSD will test 50% of staff every 2 weeks. Once schools are reopened to at least some in-person instruction, CUSD designated staff participate in surveillance testing based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, we will increase testing of staff to detect potential cases as lab testing capacity allows.

CUSD will divide staff into two cohorts with 50% of staff in each cohort. Every two weeks, we will test half of the staff leading to testing each staff in 4 week cycles. We partnered with San Mateo County Of Education to implement our testing protocol through a contract with Curative.

We have adopted and are following the San Mateo County Health Public Health Policy & Planning Guide entitled Covid-19 Recommendations Checklist for K-12 Schools and other School Based Programs. Here is the flow chart from that document which visually describes the process of identifying and contacting staff, students, and their families of exposure to COVID-19:

Contact Tracing Checklist from SMCPH

Here is the detailed COVID-19 Recommendations Checklist from San Mateo County Public Health Policy and Planning: COVID-19 Recommendations Checklist SMCPH.

MEASURES TO PROTECT EMPLOYEE HEALTH

The district will monitor the health and welfare of staff and students during the changing COVID-19 situation in accordance with the CDC, SMC Health Policies, SMCOE Pandemic Framework Guidelines, HIPPA, and FERPA.

Reporting for Work

- Employees are required to adhere to the phasing plan approved by the Governing Board, including returning to worksites once deemed safe (unless otherwise arranged with the HR department).
- For employees who request to work from home (who have not been exposed), HR will consider such written requests. Determinations will be made based on job duties, job description, and the ability of completing the work remotely. In the event there are multiple employees in the same job classification requesting to work remotely, seniority will be used as a tool to assist in the determination process. HR may also request certain employees work from home. For those employees authorized to work from home, CUSD will require certain additional procedures to be followed. Please check with Human Resources. Employees are not permitted to work remotely unless approved by Human Resources.

Physical Distancing and Face Coverings

- The district will practice physical distancing by cancelling in-person group meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.

- Face coverings must be used in accordance with California Department of Public Health (CDPH) and OSHA guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and in areas where physical distancing alone is not sufficient to prevent disease transmission.

- Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19. Specific PPEs such as N95 masks are reserved for healthcare professionals, first responders, and cleaning crews.

- Where feasible, desks or individual workstations must be separated by at least six feet. If two or more employees with essential duties are assigned to workstations that cannot be separated by six feet, such as front office staff, they are permitted to move workstations to work at least six feet apart.

- In cases of shared workspaces (desks, offices, cubicles) and work items (phones, computers, other work tools, and equipment), workspaces and items will be cleaned and disinfected before and after use.

- Disinfectant and related supplies have been made available to all site custodial staff.

- Employees are allowed frequent breaks to wash their hands.
    - Soap and water are available to all employees at the following location(s): Public Restrooms, Kitchenettes, and Food Prep Areas.

Self-assessment/reporting and Quarantine Procedures

- Prior to arriving for their shift, employees are required each workday to self-report following the CDC guidelines for COVID-19 symptoms. This will be accomplished by completing the self- assessment questionnaire in the Google Daily Symptom Checker to be provided daily via email.

- If employees do not have a device for measuring their temperature, the District will have contactless thermometers available in the front offices for anyone that needs them in order to complete the self-assessment process to allow employees to enter their workplace.

- If an employee is exhibiting COVID-19 symptoms:
    - Fever
    - Vomiting
    - Diarrhea
    - Conjunctivitis or “pink eye”
    - Rash (new or changed)
    - New loss of taste or smell
    - Painful purple or red lesions on feet or swelling of toes
    - Chills
    - Repeated shaking with chills
    - Cough (new or change)
    - Shortness of breath or difficulty breathing
    - Chest pain with deep breathing o Sore throat
    - Hoarseness
    - Muscle pain or body aches o Severe Fatigue
    - Abdominal pain
    - New loss of appetite
    - Nausea
    - Headache
    - Exposure to anyone with a positive diagnosis

The employee will need to self-report in the Google Daily Symptom Checker. The district will be in contact for further information regarding the absence and provide a preliminary plan for return to work.

- An employee should stay home if they are sick, follow public health agency guidelines, self-report in Google Daily Symptom Checker, and follow the recommendation given by the District COVID-19 staff point person. The district will be in contact for further information regarding the absence and provide a preliminary plan to return to work.

- Employees who are out ill with fever or acute respiratory symptoms should not return to work <u>until all of the following occur</u>:

    - At least one full day (24 hours) pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
    - At least 10 days pass since the symptoms first appeared

The district will be in contact for further information regarding the absence and provide a preliminary plan to return to

work.

- Employees that return to work following an illness must promptly report any recurrence of symptoms.
- The school district will send an employee home that is exhibiting COVID-19 symptoms and ask them to self-report later that day.
- For employees on self-quarantine, if they are able to work and are approved to work remotely while on quarantine, pay and benefits will continue.
- Employees would self-quarantine for the following reasons:
    - Employee is exhibiting COVID-19 symptoms
    - Employee has been in direct contact with a person testing positive for COVID-19 within the last 14 days
    - Employee has traveled outside the state or country and has returned home (dependent on current state guideline: see Guidance on Travel in Appendix)
- If an employee is confirmed to have COVID-19 infection, the district shall:
    - Require confirmed employee to isolate for 10 days from symptom onset or test date
    - Keep in contact with confirmed employee by daily self-reporting in Google Daily Symptom Checker and phone calls
    - Inform close contact employees of their possible exposure to COVID-19 in the workplace and to quarantine for 14 days from last date the confirmed employee was in contact
    - Recommend testing of close contacts (but this will not shorten the 14-day quarantine)
    - The district will maintain confidentiality as required by the Americans with Disabilities Act, California Department of Fair Employment and Housing, and HIPPA.
    - Temporarily close the general area where the infected employee worked until cleaning is completed
    - Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus
    - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection in addition to PPE required for cleaning products.
    - School will remain open.

Reporting Procedures

1. Student will self report prior to school/work daily on the Symptom Checker.
2. If there are COVID-19 symptoms or exposure, staff will report to Principal/Direct Supervisor.
3. Principal/Direct Supervisor will report to the following district point person: District Nurse for students and staff.
4. School Nurse will triage and contact the appropriate individuals as needed, following the SMC Public Health guidelines. The findings will be reported to the Director of HR and Superintendent, as per required by SMC Public Health and SMCOE guidelines.

Based on findings/regulations

5. Superintendent informs County Superintendent
6. District Nurse informs Health Department

TRIGGERS FOR TRANSITIONING TO DISTANCE LEARNING

The criteria the superintendent or designee will use to determine when to close the campus to in-person learning will follow the SMC Pandemic Recovery Framework.

We will follow the California Department of Health Blueprint for a Safer Economy COVID-19 tiers and will begin our modified Phase III when we are in the "Moderate (orange tier)" for COVID-19 Risk Level of positive COVID-19 cases. However, if we change COVID-19 positivity levels, we will continue to stay open to ensure there is a consistent schedule for our students.

If COVID-19 local cases increase, we will follow the protocols from SMC Pandemic Recovery Framework and CDH In-Person Learning Framework Guidance. Below is a guide for us to transition from in-person instruction to remote learning instruction.

Should CUSD reopen to in-person instruction, we will not close schools but will increase frequency of staff testing if the county COVID-19 positivity rate changes from orange to red or purple.

Guidance on School Closure

As per the recommendation of CDPH, individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

CUSD will close if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

We will reopen after 14 days and when the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

COMMUNICATION PLANS

The Superintendent or designee will use the following guidelines as recommended by the CDPH and OSHA COVID-19 and Industry Guidance: Schools and School Based Programs so we can communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Below are the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.

General Planning Assumptions

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



Cases and Contact Tracing in the School Community

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases

Scenario	Immediate Actions
Scenario 1: A student or staff member either exhibits COVID-19 **symptoms**, answers "yes" to a **health screening question**, or has a temperature of 100.4°F or above	• Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open
Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	• Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. *One cannot test out of quarantine.* • School/classroom remain open

Scenario	Immediate Actions
Scenario 3: A student or staff member tests positive for COVID-19	• **The school Principal or designee must immediately notify SMC CD Control** • Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic • **Quarantine and exclude the affected cohort/pod** for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., **the entire school does *not* need to close.** • Send notification to affected cohort/pod

Table 2: Steps to Take in Response to Negative Test Results

Scenario	Immediate Actions
A **symptomatic** student or staff member tests negative for COVID-19 and was a **household contact** to a case	• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A **symptomatic** student or staff member tests negative for COVID-19 and was a **non-household close contact** to a case	• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
A **symptomatic** student or staff member tests negative for COVID-19 **without close contact** to a case	• Student/staff may return to school 72 hours after resolution of symptoms

General Planning Assumptions

Scenario	Immediate Actions
An **asymptomatic** student or staff member tests negative for COVID-19 and was a **household contact** to a case	• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An **asymptomatic** student or staff member tests negative for COVID-19 and was a **non-household close contact** to a case	• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An **asymptomatic** student or staff member tests negative for COVID-19 **without close contact** to a case	• Can return to school/work immediately.

Scenario	Immediate Actions
A symptomatic student or staff member who is ***not* a close contact** to a known COVID-19 case tests negative for COVID-19 after Scenario 1	• Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a **close contact** to a known COVID-19 case tests negative after Scenario 2	• Student/staff must remain in quarantine for a full 14 days after: 1. date of last exposure to COVID-19 positive non-household close contact OR 2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	• Can return to school/work immediately.

Below is the process if CUSD has a case of COVID-19.

Cabrillo Unified School District's process is directly aligned with the SMCOE Pandemic Recovery Framework.

- The School COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours).
- The School Point Person should immediately notify the District Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County health investigator will be in daily contact Monday through Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.
- The District COVID-19 Point Person or Superintendent should notify SMCOE at (650) 802-5515.

REFERENCES

SMCOE Pandemic Recovery Framework

CDPH - Covid-19 Industry Guidance: Schools and School Based Programs

COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

CDPH & OSHA COVID19 Industry Guidance: Schools and School Based Programs

Waiver Application

Please read the full instructions before completing the waiver application. All questions must be answered fully for the application to be considered. Final approval will be made by San Mateo County Health in consultation with the California Department of Public Health.

1. Background Information

Name of Applicant (Local Educational Agency or Equivalent): Cabrillo Unified School District

Address: 498 Kelly Avenue
STREET

Half Moon Bay | CA | 94019
CITY | STATE | ZIP

School Type:
- [x] Traditional Public School
- [ ] Charter Public School
- [ ] Private, Independent, or Faith-Based School

Number of Schools: 9 Total Enrollment: 2933

Grades/Number of Students Proposed to be on Campus for In-Person Instruction:

TK: 32 K: 171 1st: 149 2nd: 185 3rd: 194 4th: 185 5th: 193 6th:

Number and Description of Students to Return to Campus for In-Person Instruction:

General Education: 1109

Please Describe: Our general education classes will be served at our 4 elementary schools utilizing our Hybrid Learning Model.

Students with Disabilities: 157

Please Describe: Most of CUSD students with disabilities are a part of our general education class. We do have special day classes also serving students with different ability levels.

Students with High Needs: 452

Please Describe: This is our estimated number of students that are unduplicated, which includes English Learners, Foster Youth, and SED.

Children of Essential Workers:

Please Describe: Due to a low number of children of essential workers at CUSD, this number would be statistically insignificant.

Other:

Please Describe:

Number of on-site faculty and staff: 75 (# may vary day to day based on staff assigned to multiple sites)

Date of proposed start: January 19, 2021

2. Consultation

Please confirm consultation with the following groups:

☑ Labor Organization/s

Name of Organization(s) and Date(s) Consulted. If no labor organization represents staff at the school, please describe the process for consultation with school staff:

CUSD has formed an Opening of School Steering Committee (OSSC) with representatives from both labor unions, California School Employees Associations (Classified) and Cabrillo Unified Teachers Association (Certificated). We have met a minimum of 1x per month. District leadership is currently negotiating the impacts of our Return to Schools Plan with both labor unions. Below are the dates of all of our OSSC meetings thus far: 5/27, 6/3, 6/11, 6/24, 7/8, 7/29, 9/17, 10/1, 10/15, 11/19, 12/3

☑ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

CUSD has formed an Opening of School Steering Committee (OSSC) with representatives from representatives from our two largest parents groups, our Parent Teacher Organization (PTO) & District English Learner Advisory Committee (DELAC). We have met a minimum of 1x per month. District leadership is currently negotiating the impacts of our Return to Schools Plan with both labor unions. Below are the dates of all of our OSSC meetings thus far: 5/27, 6/3, 6/11, 6/24, 7/8, 7/29, 9/17, 10/1, 10/15, 11/19, 12/3

3. School Plans for Reopening to In-Person Instruction

School or district website address where reopening plan is posted:

https://www.cabrillo.k12.ca.us/cms/one.aspx?portalId=18665063&pageId=24534180

Please confirm that the school reopening plan published on the above website addresses each of the following in a manner consistent with guidance from the California Department of Public Health, San Mateo County Health, and the Pandemic Recovery Framework (PRF). Include a brief summary and the page(s) that include(s) the relevant content for each section that follows.

☑ Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Page/s of Plan: 11-12

Please summarize your plan to address this:

Shared surfaces will be regularly cleaned and disinfected and shared items will be minimized.

☒ Cohorting: How students will be kept in small, stable groups.

Page/s of Plan: 8-11

Please summarize your plan to address this:

TK-5th grade will be split into two even cohorts. Each cohort will follow the 4 pillar guidance and all students and staff will be a minimum of 6 feet apart. Please see our plan for more details.

☒ Entrance, Egress, and Movement within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Page/s of Plan: 12

Please summarize your plan to address this:

Movement of students, staff, and parents will be managed to avoid close contact and/ or mixing of cohorts.

☒ Face Coverings and Other Essential Protective Gear: How CDPH face covering requirements will be satisfied and monitored.

Page/s of Plan: 12-13

Please summarize your plan to address this:

Face covering requirements will be satisfied and monitored.

☒ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Page/s of Plan: 13-14

Please summarize your plan to address this:

Students and staff will be screened for symptoms of COVID-19 and will be separated from others and sent home immediately.

☒ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Page/s of Plan: 15

Please summarize your plan to address this:

Most health and safety efforts are designed to minimize the three most important factors to contagion: proximity + intensity + duration. When we limit all three and provide fresh and effective air ventilation and filtration, we limit the spread.

☒ Identification and Tracing of Contacts: Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing. This includes submitting case and contact numbers to SMCOE, which will then notify SMC Health, and notifying exposed persons. Each school must designate a person for SMCOE and SMC Health staff to contact about COVID-19.

Page/s of Plan: 16

Please summarize your plan to address this:

This section will provide details on actions staff will take when there is a confirmed case and confirmation that schools have designated staff persons to support contact tracing and serve as a liaison with CUSD, SMCOE, and SMC Health staff.

☒ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Page/s of Plan: 16-17

Please summarize your plan to address this:

Space and routines will be arranged to allow for physical distancing of students and staff.

☒ Staff Training and Family Education: How staff will be trained and families educated on the implementation and enforcement of the plan.

Page/s of Plan: 17

Please summarize your plan to address this:

Staff will be trained and families will be educated on the implementation and enforcement of the plan.

☒ Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Page/s of Plan: 17-18

Please summarize your plan to address this:

CUSD leaders will ensure that staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be quarantined and highly recommended to take a COVID-19 test.

☒ Triggers for Transitioning to Distance Learning: The criteria the superintendent or equivalent will use to determine when to close the campus to in-person learning.

Page/s of Plan: 21

Please summarize your plan to address this:

The criteria the superintendent or designee will use to determine when to close the campus to in-person learning will follow the SMC Pandemic Recovery Framework.

☒ Communication Plans: How the superintendent or equivalent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Page/s of Plan: 21-24

Please summarize your plan to address this:

The Superintendent or designee will use the following guidelines as recommended by the CDPH and OSHA COVID-19 and Industry Guidance: Schools and School Based Programs so we can communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

4. COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases: Jason Owens

Email: owensj@cabrillo.k12.ca.us.org Phone Number: 650-712-7109

Name of Superintendent (or Equivalent): Dr. Sean McPhetridge

Signature of Superintendent (or Equivalent): Date: 12/11/20

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Official
CATEGORY: Action
ITEM TITLE: Approval of AB 1200 Form for Cabrillo Unified Teachers Association Staff

BACKGROUND INFORMATION

Cabrillo Unified School District negotiated a salary increase with Cabrillo Unified Teachers Association and reached a Tentative Agreement (TA) which was signed on November 24, 2020. The TA was then presented to the CUSD Governing Board at its regularly scheduled December 8, 2020 meeting as an information item. The Governing Board was informed that once ratified by CUTA membership and approved by the San Mateo County Office of Education (SMCOE), staff would then bring the Assembly Bill 1200 form for final Board approval so that the Governing Board had SMCOE approval and so CUSD staff could process the salary increase payments.

The TA has been ratified by CUTA membership, and SMCOE approved the AB 1200 on December 15, 2020. Staff is now presenting for approval of the Board the AB 1200.

FISCAL ANALYSIS

The salary increase for CUTA represents a three percent (3%) salary increase for the 2019-20 school year (retroactive to July 1, 2019) and an additional salary increase of three percent (3%) for the 2020-21 school year (retroactive to July 1, 2020)

RECOMMENDATION

Staff now recommend approval of the AB 1200 form as presented and approved by SMCOE.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Cabrillo Unified School District Financial Report: Effect of CUTA Salary Increase on the CUSD General Fund

J Jesus Contreras, Chief Business Officer

Governing Board Meeting

December 17, 2020

Background

- Based on the updated revenue projections, on November 24, 2020, CUSD and CUTA signed a tentative agreement (TA) which includes a 3% salary increase for 2019-20 and 2020-21.
- TA has been ratified by CUTA membership.
- Per Government Code 3547.5, *Disclosure of Collective Bargaining Agreement* was submitted to SMCOE and it was approved on December 15, 2020.
- Tonight staff present to the Board for final approval the AB 1200 Public Disclosure of Collective Bargaining Agreement.
- Once approved, payroll will begin processing retro payments for spring payment.

FIRST INTERIM PRESENTED 12/8/2020

2020-21 First Interim: Cabrillo USD Budget Summary and Multi-Year-Projections

	2020-21: Basic Aid			2021-22: Basic Aid			2022-23: Basic Aid			2023-24: Basic Aid		
	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED
LCFF	30,018,671	1,684,936	31,703,607	30,586,764	1,684,936	32,271,700	31,112,973	1,684,936	32,797,909	31,691,177	1,684,936	33,376,113
Federal Revenue	0	3,134,285	3,134,285	0	1,170,589	1,170,589	0	1,170,589	1,170,589	0	1,170,589	1,170,589
State Revenue	590,593	2,296,575	2,887,168	560,143	1,905,073	2,465,216	558,643	1,904,583	2,463,226	544,843	1,900,075	2,444,918
Local Revenue	448,591	2,310,589	2,759,180	125,450	2,238,138	2,363,588	125,450	2,238,138	2,363,588	125,450	2,238,138	2,363,588
Total Revenues	31,057,855	9,426,385	40,484,240	31,272,357	6,998,736	38,271,093	31,797,066	6,998,246	38,795,312	32,361,470	6,993,738	39,355,208
Certificated Salaries	11,133,968	3,465,668	14,599,636	11,373,827	3,493,351	14,867,178	11,601,304	3,563,218	15,164,522	11,833,330	3,634,482	15,467,812
Classified Salaries	2,669,442	3,076,406	5,745,848	2,719,329	3,065,304	5,784,633	2,766,917	3,118,947	5,885,864	2,822,255	3,181,326	6,003,581
Benefits	5,110,397	4,027,232	9,137,629	5,262,652	4,113,164	9,375,816	5,702,510	4,339,884	10,042,394	5,843,756	4,423,861	10,267,617
Supplies	307,360	3,105,070	3,412,430	307,360	637,005	944,365	307,360	637,005	944,365	307,360	637,005	944,365
Services	1,953,970	3,852,799	5,806,769	2,030,415	3,409,308	5,439,723	2,030,905	3,408,818	5,439,723	2,035,413	3,404,310	5,439,723
Capital Outlay	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500
Other Outgo/Indirect	61,050	372,823	433,873	61,050	372,823	433,873	61,050	372,823	433,873	61,050	372,823	433,873
Total Expenses	21,236,187	17,926,498	39,162,685	21,754,633	15,117,455	36,872,088	22,470,046	15,467,195	37,937,241	22,903,164	15,680,307	38,583,471
Surplus/(Deficit)	9,821,668	(8,500,113)	1,321,555	9,517,724	(8,118,719)	1,399,005	9,327,020	(8,468,949)	858,071	9,458,306	(8,686,569)	771,737
Transfer in (891X)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer out (761X)	500,000	0	500,000	500,000	0	500,000	500,000	0	500,000	500,000	0	500,000
Contribution	(7,881,971)	7,881,971	0	(8,118,719)	8,118,719	0	(8,468,949)	8,468,949	0	(8,686,569)	8,686,569	0
Other In / Out	(8,381,971)	7,881,971	(500,000)	(8,618,719)	8,118,719	(500,000)	(8,968,949)	8,468,949	(500,000)	(9,186,569)	8,686,569	(500,000)
Total Surplus/(Deficit)	1,439,697	(618,142)	821,555	899,005	0	899,005	358,071	0	358,071	271,737	0	271,737
9791	5,384,729	646,216	6,030,945	6,824,426	28,074	6,852,500	7,723,431	28,074	7,751,505	8,081,502	28,074	8,109,576
9795												
Beginning Balance	5,384,729	646,216	6,030,945	6,824,426	28,074	6,852,500	7,723,431	28,074	7,751,505	8,081,502	28,074	8,109,576
Ending Balance	6,824,426	28,074	6,852,500	7,723,431	28,074	7,751,505	8,081,502	28,074	8,109,576	8,353,239	28,074	8,381,313
Revolving Cash, Stores & Prepaid	35,500		35,500	35,500		35,500	35,500		35,500	35,500		35,500
Restricted Programs		28,074	28,074		28,074	28,074		28,074	28,074		28,074	28,074
3% REU (9789)	1,189,881	0	1,189,881	1,121,163	0	1,121,163	1,153,118	0	1,153,118	1,172,505	0	1,172,505
UNASSIGNED (9790)	5,599,045	0	5,599,045	6,566,768	0	6,566,768	6,892,884	0	6,892,884	7,145,234	0	7,145,234

PROJECTED CUSD BUDGET PICTURE WITH CUTA RAISE

CUSD Multi-Year-Projections Including CUTA 3% Salary Increase - December 2020

	2020-21: Basic Aid			2021-22: Basic Aid			2022-23: Basic Aid			2023-24: Basic Aid		
	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED	UNRESTRICTED	RESTRICTED	COMBINED
LCFF	30,018,671	1,684,936	31,703,607	30,586,764	1,684,936	32,271,700	31,112,973	1,684,936	32,797,909	31,691,177	1,684,936	33,376,113
Federal Revenue	0	3,134,285	3,134,285	0	1,170,589	1,170,589	0	1,170,589	1,170,589	0	1,170,589	1,170,589
State Revenue	590,593	2,296,575	2,887,168	560,143	1,905,073	2,465,216	558,643	1,904,583	2,463,226	544,843	1,900,075	2,444,918
Local Revenue	448,591	2,310,589	2,759,180	125,450	2,238,138	2,363,588	125,450	2,238,138	2,363,588	125,450	2,238,138	2,363,588
Total Revenues	31,057,855	9,426,385	40,484,240	31,272,357	6,998,736	38,271,093	31,797,066	6,998,246	38,795,312	32,361,470	6,993,738	39,355,208
Certificated Salaries	11,904,980	3,710,073	15,615,053	11,905,799	3,661,982	15,567,781	12,143,915	3,735,222	15,879,137	12,386,793	3,809,926	16,196,719
Classified Salaries	2,669,442	3,076,406	5,745,848	2,719,329	3,065,304	5,784,633	2,766,917	3,118,947	5,885,864	2,822,255	3,181,326	6,003,581
Benefits	5,259,511	4,074,500	9,334,011	5,361,861	4,144,612	9,506,473	5,813,005	4,374,910	10,187,915	5,954,251	4,458,887	10,413,138
Supplies	307,360	3,105,070	3,412,430	307,360	637,005	944,365	307,360	637,005	944,365	307,360	637,005	944,365
Services	1,953,970	3,852,799	5,806,769	2,030,415	3,409,308	5,439,723	2,030,905	3,408,818	5,439,723	2,035,413	3,404,310	5,439,723
Capital Outlay	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500	0	26,500	26,500
Other Outgo/Indirect	61,050	372,823	433,873	61,050	372,823	433,873	61,050	372,823	433,873	61,050	372,823	433,873
Total Expenses	22,156,313	18,218,171	40,374,484	22,385,814	15,317,534	37,703,348	23,123,152	15,674,225	38,797,377	23,567,122	15,890,777	39,457,899
Surplus/(Deficit)	8,901,542	(8,791,786)	109,756	8,886,543	(8,318,798)	567,745	8,673,914	(8,675,979)	(2,065)	8,794,348	(8,897,039)	(102,691)
Transfer in (891X)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer out (761X)	500,000	0	500,000	500,000	0	500,000	500,000	0	500,000	500,000	0	500,000
Contribution	(8,173,644)	8,173,644	0	(8,318,798)	8,318,798	0	(8,675,979)	8,675,979	0	(8,897,039)	8,897,039	0
Other In / Out	(8,673,644)	8,173,644	(500,000)	(8,818,798)	8,318,798	(500,000)	(9,175,979)	8,675,979	(500,000)	(9,397,039)	8,897,039	(500,000)
Total Surplus/(Deficit)	227,898	(618,142)	(390,244)	67,745	0	67,745	(502,065)	0	(502,065)	(602,691)	0	(602,691)
9791	5,384,729	646,216	6,030,945	5,612,627	28,074	5,640,701	5,680,372	28,074	5,708,446	5,178,307	28,074	5,206,381
9795												
Beginning Balance	5,384,729	646,216	6,030,945	5,612,627	28,074	5,640,701	5,680,372	28,074	5,708,446	5,178,307	28,074	5,206,381
Ending Balance	5,612,627	28,074	5,640,701	5,680,372	28,074	5,708,446	5,178,307	28,074	5,206,381	4,575,616	28,074	4,603,690
Revolving Cash, Stores & Prepaid	35,500		35,500	35,500		35,500	35,500		35,500	35,500		35,500
Restricted Programs		28,074	28,074		28,074	28,074		28,074	28,074		28,074	28,074
3% REU (9789)	1,226,235	0	1,226,235	1,146,101	0	1,146,101	1,178,922	0	1,178,922	1,198,737	0	1,198,737
UNASSIGNED (9790)	4,350,892	0	4,350,892	4,498,771	0	4,498,771	3,963,885	0	3,963,885	3,341,379	0	3,341,379

Questions?

Thank you!

SAN MATEO COUNTY
PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449

Name of School District:	**Cabrillo Unified School District**
Name of Bargaining Unit:	**Cabrillo Unified Teachers Association**
Certificated, Classified, Other:	**Certificated**

The proposed agreement covers the period beginning: **July 1, 2019** (date) and ending: **June 30, 2021** (date)

The Governing Board will act upon this agreement at its meeting on: **12/17/2020** (date)

(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)

A. Proposed Change in Compensation

	Compensation	Annual Cost Prior to Proposed Agreement FY 2019 - 2020	Fiscal Impact of Proposed Agreement: Year 1 Increase/(Decrease) FY 2019 - 2020	Year 2 Increase/(Decrease) FY 2020 - 2021	Year 3 Increase/(Decrease) FY ____ - ____
1	**Salary Schedule** Increase (Decrease)	$ 11,170,646	$ 335,123	$ 680,294	$ -
			3.0000%	5.9126%	0.0000%
2	**Step and Column** - Increase (Decrease) Due to movement plus any changes due to settlement	$ -	$ -	$ -	$ -
			%	%	%
3	**Other Compensation** - Increase (Decrease) (Stipends, Bonuses, Longevity, overtime, etc.)	$ -	$ -	$ -	$ -
			%	%	%
	Description of other compensation:				
4	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicate etc.	$ 2,160,403	$ 64,813	$ 131,569	$ -
			3.0000%	5.9126%	0.0000%
5	**Health/Welfare Plans:**	$ -	$ -	$ -	$ -
			%	%	%
	Description of health & welfare plans:				
6	**Total Compensation** - Increase (Decrease) (Total Lines 1-5)	$ 13,331,049	$ 399,936	$ 811,863	$ -
7	**Total Number of Represented Employees** (Use FTEs if appropriate)	146.00			
8	**Total Compensation Average Cost per Employee**	91,308.55	2,739.29	5,560.71	0
			3.00%	5.91%	0.00%

9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Salary schedule for FY 2018/19 shall be retroactively increased by 3% effective July 1, 2019. An additional 3% increase shall be applied, retroactively, to the new FY 2019/20 salary schedule effective July 1, 2020. The hourly rate shall be computed on the basis of $35.84.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

No

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

For employees hired after 2011, a H&W cap of $11,167 per year is in place

B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

This tentative agreement includes the elimination of current Article 21 (Fair Share/Agency Fee). Incorpoartion of 12/16/15 MOU on Collaboration Time - TA3/26/19. Incorporate definition of Designated Collaboration Time from Letter of 12/16/15 - TA 3/26/2019.

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA) Yes [ ] No [X]
If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

No

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

On or before March 1, 2021, the parties shall submit initial proposals for a successor negotiated agreement to begin on FY 2021/2122. The parties agree that the following "carryover" subjects will be discussed: Evaluation Review/Revision Committee MOU, impacts of Full-Day Kindergarten, instructional periods at Middle School

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Yes, deficit spending occur temporarily until the annual property tax growth brings subsequent year budgets into balance.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None noted

G. Source of Funding for Proposed Agreement
1. Current Year

General Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?

Primarily from expected annual property tax growth as this district is projected to be Basic Aid/Community Funded for the forseeable future.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Enter Bargaining Unit: Cabrillo Unified Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 12/8/2020)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 30,018,671	$ -	$ -	$ 30,018,671
Remaining Revenues (8100-8799)	$ 1,039,184	$ -	$ -	$ 1,039,184
TOTAL REVENUES	$ 31,057,855	$ -	$ -	$ 31,057,855
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 11,133,968	$ 771,012	$ -	$ 11,904,980
Classified Salaries (2000-2999)	$ 2,669,442	$ -	$ -	$ 2,669,442
Employee Benefits (3000-3999)	$ 5,110,397	$ 149,114	$ -	$ 5,259,511
Books and Supplies (4000-4999)	$ 307,360	$ -	$ -	$ 307,360
Services, Other Operating Expenses (5000-5999)	$ 1,953,970	$ -	$ -	$ 1,953,970
Capital Outlay (6000-6599)	$ -	$ -	$ -	$ -
Other Outgo (7100-7299) (7400-7499)	$ 61,050	$ -	$ -	$ 61,050
Direct Support/Indirect Cost (7300-7399)	$ -	$ -	$ -	$ -
Other Adjustments				
TOTAL EXPENDITURES	$ 21,236,187	$ 920,126	$ -	$ 22,156,313
OPERATING SURPLUS (DEFICIT)	$ 9,821,668	$ (920,126)	$ -	$ 8,901,542
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ 500,000	$ -	$ -	$ 500,000
CONTRIBUTIONS (8980-8999)	$ (7,881,971)	$ (291,673)	$ -	$ (8,173,644)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ 1,439,697	$ (1,211,799)	$ -	$ 227,898
BEGINNING BALANCE	$ 5,384,729			$ 5,384,729
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 6,824,426	$ (1,211,799)	$ -	$ 5,612,627
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ 35,500	$ -	$ -	$ 35,500
Restricted (9730-9749)	$ -	$ -	$ -	$ -
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ -	$ -	$ -	$ -
Unassigned (9789-9790)	$ 6,788,926	$ (1,211,799)	$ -	$ 5,577,127

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Enter Bargaining Unit: Cabrillo Unified Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 12/8/2020)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 1,684,936	$ -	$ -	$ 1,684,936
Remaining Revenues (8100-8799)	$ 7,741,449	$ -	$ -	$ 7,741,449
TOTAL REVENUES	$ 9,426,385	$ -	$ -	$ 9,426,385
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 3,465,668	$ 244,405	$ -	$ 3,710,073
Classified Salaries (2000-2999)	$ 3,076,406	$ -	$ -	$ 3,076,406
Employee Benefits (3000-3999)	$ 4,027,232	$ 47,268	$ -	$ 4,074,500
Books and Supplies (4000-4999)	$ 3,105,070	$ -	$ -	$ 3,105,070
Services, Other Operating Expenses (5000-5999)	$ 3,852,799	$ -	$ -	$ 3,852,799
Capital Outlay (6000-6599)	$ 26,500	$ -	$ -	$ 26,500
Other Outgo (7100-7299) (7400-7499)	$ 360,500	$ -	$ -	$ 360,500
Direct Support/Indirect Cost (7300-7399)	$ 12,323	$ -	$ -	$ 12,323
Other Adjustments				
TOTAL EXPENDITURES	$ 17,926,498	$ 291,673	$ -	$ 18,218,171
OPERATING SURPLUS (DEFICIT)	$ (8,500,113)	$ (291,673)	$ -	$ (8,791,786)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ -	$ -	$ -	$ -
CONTRIBUTIONS (8980-8999)	$ 7,881,971	$ 291,673	$ -	$ 8,173,644
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ (618,142)	$ -	$ -	$ (618,142)
BEGINNING BALANCE	$ 646,216			$ 646,216
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 28,074	$ -	$ -	$ 28,074
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ -	$ -	$ -	$ -
Restricted (9730-9749)	$ 28,074	$ -	$ -	$ 28,074
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ -	$ -	$ -	$ -
Unassigned (9789-9790)	$ 0	$ -	$ -	$ 0

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Enter Bargaining Unit: Cabrillo Unified Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 12/8/2020)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 31,703,607	$ -	$ -	$ 31,703,607
Remaining Revenues (8100-8799)	$ 8,780,633	$ -	$ -	$ 8,780,633
TOTAL REVENUES	$ 40,484,240	$ -	$ -	$ 40,484,240
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 14,599,636	$ 1,015,417	$ -	$ 15,615,053
Classified Salaries (2000-2999)	$ 5,745,848	$ -	$ -	$ 5,745,848
Employee Benefits (3000-3999)	$ 9,137,629	$ 196,382	$ -	$ 9,334,011
Books and Supplies (4000-4999)	$ 3,412,430	$ -	$ -	$ 3,412,430
Services, Other Operating Expenses (5000-5999)	$ 5,806,769	$ -	$ -	$ 5,806,769
Capital Outlay (6000-6599)	$ 26,500	$ -	$ -	$ 26,500
Other Outgo (7100-7299) (7400-7499)	$ 421,550	$ -	$ -	$ 421,550
Direct Support/Indirect Cost (7300-7399)	$ 12,323	$ -	$ -	$ 12,323
Other Adjustments				
TOTAL EXPENDITURES	$ 39,162,685	$ 1,211,799	$ -	$ 40,374,484
OPERATING SURPLUS (DEFICIT)	$ 1,321,555	$ (1,211,799)	$ -	$ 109,756
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ 500,000	$ -	$ -	$ 500,000
CONTRIBUTIONS (8980-8999)	$ -	$ -	$ -	$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ 821,555	$ * (1,211,799)	$ -	$ (390,244)
BEGINNING BALANCE	$ 6,030,945			$ 6,030,945
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 6,852,500	$ (1,211,799)	$ -	$ 5,640,701
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ 35,500	$ -	$ -	$ 35,500
Restricted (9730-9749)	$ 28,074	$ -	$ -	$ 28,074
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ -	$ -	$ -	$ -
Unassigned (9789-9790)	$ 6,788,926	$ (1,211,799)	$ -	$ 5,577,127

*** If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below:** **Both FY 1920 & 2021 being settled together and will impact FY 2021 FY 1920 cost of RETRO will be a ONE TIME expense to FY 2021**

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

Multiyear Projection - Combined General Fund

Enter Bargaining Unit: Cabrillo Unified Teachers Association

	FY 2020 - 2021 Total Current Budget After Settlement	FY 2021 - 2122 First Subsequent Year After Settlement	FY 2122 - 2223 Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	$ 31,703,607	$ 32,271,700	$ 32,797,909
Remaining Revenues (8100-8799)	$ 8,780,633	$ 5,999,393	$ 5,997,403
TOTAL REVENUES	$ 40,484,240	$ 38,271,093	$ 38,795,312
EXPENDITURES			
Certificated Salaries (1000-1999)	$ 15,615,053	$ 15,567,781	$ 15,879,137
Classified Salaries (2000-2999)	$ 5,745,848	$ 5,784,633	$ 5,885,864
Employee Benefits (3000-3999)	$ 9,334,011	$ 9,506,473	$ 10,187,915
Books and Supplies (4000-4999)	$ 3,412,430	$ 944,365	$ 944,365
Services, Other Operating Expenses (5000-5999)	$ 5,806,769	$ 5,439,723	$ 5,439,723
Capital Outlay (6000-6999)	$ 26,500	$ 26,500	$ 26,500
Other Outgo (7100-7299) (7400-7499)	$ 421,550	$ 421,550	$ 421,550
Direct Support/Indirect Cost (7300-7399)	$ 12,323	$ 12,323	$ 12,323
Other Adjustments		$ -	$ -
TOTAL EXPENDITURES	$ 40,374,484	$ 37,703,348	$ 38,797,377
OPERATING SURPLUS (DEFICIT)	$ 109,756	$ 567,745	$ (2,065)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ 500,000	$ 500,000	$ 500,000
CONTRIBUTIONS (8980-8999)	$ -	$ -	$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ (390,244)	$ 67,745	$ (502,065)
BEGINNING BALANCE	$ 6,030,945	$ 5,640,701	$ 5,708,446
CURRENT-YEAR ENDING BALANCE	$ 5,640,701	$ 5,708,446	$ 5,206,381
COMPONENTS OF ENDING BALANCE:			
Nonspendable (9711-9719)	$ 35,500	$ 35,500	$ 35,500
Restricted (9730-9749)	$ 28,074	$ 28,074	$ 28,074
Committed (9750-9769)	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -
Assigned (9770-9788)	$ -	$ -	$ -
Unassigned (9789-9790)	$ 5,577,127	$ 5,644,872	$ 5,142,807

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		FY 2020 - 2021	FY 2021 - 2122	FY 2122 - 2223
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 40,874,484	$ 38,203,348	$ 39,297,377
b.	State Standard Minimum Reserve Percentage for this District: **(enter percentage):**	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR $50,000	$ 1,226,235	$ 1,146,100	$ 1,178,921

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties)	$ 5,577,127	$ 5,644,872	$ 5,142,807
b.	Special Reserve Fund (Fund 17) Unassigned Fund Balance	$ 74,611	$ 74,611	$ 74,611
c.	Total Available Reserves	$ 5,651,738	$ 5,719,483	$ 5,217,418
d.	Reserve for Economic Uncertainties Percentage	13.83%	14.97%	13.28%

3. Do unrestricted reserves meet the state minimum reserve amount?

FY 2020 - 2021	Yes	X	No	
FY 2021 - 2122	Yes	X	No	
FY 2122 - 2223	Yes	X	No	

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of Cabrillo Unified School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Cabrillo Unified Teachers Association (Bargaining Unit), during the term of the agreement from July 1, 2019 to June 30, 2021.

[redacted]
District Superintendent
Sean McPhetridge Ed.D.

12/8/20
Date

[redacted]
Chief Business Officer
J Jesus Contreras

12/8/2020
Date

L. CERTIFICATION NO. 2

(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)

The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

District Superintendent
Sean McPhetridge Ed.D.

Date

J Jesus Contreras

Phone: (650) 712 7135

President or Clerk of the Governing Board
(Signature Over Printed Name)

Date

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Election of Governing Board Officers to serve from December 2020 through December 2021

BACKGROUND INFORMATION

Pursuant to Board Bylaw 9100, the Governing Board shall hold an annual organizational meeting. At this meeting, the Board shall elect a president, vice president, and/or clerk from its members, appoint the Superintendent as secretary to the Board, and authorize signatures.

PROPOSAL/REPORT

1. According to Board Bylaw 9100 action should be taken by the Board to elect:

President

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

Vice President

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

Clerk of the Governing Board

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

2. To appoint the Superintendent as Secretary to the Board

The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

3. To authorize President, Vice President, Clerk to the Governing Board, and/or Secretary as signatories for the Governing Board

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Elect Governing Board Officers to serve from December 2020 through December 2021.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of the Schedule of Regular Governing Board Meetings for the Year 2021

BACKGROUND INFORMATION

Pursuant to Board Bylaw 9100, the Governing Board shall hold an annual organizational meeting. At this meeting, the Board shall approve the schedule of regular meetings for year. The Board holds one regular meeting each month. Regular meetings are held at 7:00 p.m. on the second or third Thursday of the month.

REPORT/PROPOSAL

Attached is the proposed schedule of regular Board meetings for 2021.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Approve the schedule of regular Governing Board meetings for the year 2021.

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue • Half Moon Bay, CA 94019
Superintendent's Office

Proposed Schedule of Regular Governing Board Meetings for 2021

DATE	CLOSED SESSION START TIME	OPEN SESSION START TIME
Thursday, January 14	6:00 PM	7:00 PM
Thursday, February 11	6:00 PM	7:00 PM
Thursday, March 11	6:00 PM	7:00 PM
Thursday, April 8	6:00 PM	7:00 PM
Thursday, May 13	6:00 PM	7:00 PM
Thursday, June 10	6:00 PM	7:00 PM
Thursday, June 24*	6:00 PM	7:00 PM
July - TBD	TBD	TBD
Thursday, August 12	6:00 PM	7:00 PM
Thursday, September 9	6:00 PM	7:00 PM
Thursday, October 14	6:00 PM	7:00 PM
Thursday, November 18*	6:00 PM	7:00 PM
Tuesday, December 14*	6:00 PM	7:00 PM

**Not the second Thursday of the month.*
Times subject to change as needs require.

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: December 17, 2020
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Discussion
ITEM TITLE: Designation of Governing Board Representatives for the Year 2021

BACKGROUND INFORMATION

Pursuant to Board Bylaw 9100, the Governing Board shall hold an annual organizational meeting. At this meeting, the Board shall designate board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates.

The role of a Board Representative is to foster two-way communication and partnership with key groups in our community. Responsibilities include attending meetings and events, monitoring newsletters and websites, and providing information to inform and consult the group and board. Progress on partnership and upcoming activities and events shall be reported monthly to superintendent/board during 'Board Communications' updates.

REPORT/PROPOSAL

Designate the following board members as liaisons:

Committees and Assignments	Board Member
City-District (2+2) Committee	Lizet Cortes & Mary Beth Alexander
Career Technical Education Advisory Committee	Freya McCamant & Lizet Cortes
Environmental Sustainability Committee	Freya McCamant & Lizet Cortes
Visual and Performing Arts Committee	Kimberly Hines & Lizet Cortes
Financial Advisory Committee	Mary Beth Alexander & Sophia Layne
District English Learner Advisory Committee	Lizet Cortes (Sophia Layne, back-up)
CSBA & Legislative Action Representatives	Freya McCamant & Kimberly Hines
Real Estate and Surplus Property Committee	Mary Beth Alexander & Kimberly Hines
County Committee on School District Organization	Freya McCamant (Sophia Layne, back-up)

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Designate Governing Board Representatives for the year 2021.