Regular Governing Board Agenda - Revised

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session • Thursday, February 11, 2021 • 6:00 PM

Via Zoom: https://cabrillok12.zoom.us/j/99135905009 • Webinar ID: 991 3590 5009 • Telephone: +1 669 900 6833

Governing Board Meeting broadcast live on the CUSD YouTube Channel, on www.PacificCoast.TV, and on Xfinity Channel 27 in Half Moon Bay

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 in advance of the meeting. The Google Public Comment Form opens on the agenda posting date and closes one hour before the meeting start time. 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 Session - 6:00 PM - Welcome (Please note new time)

1. Roll Call / Quorum
2. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. 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

4. CONSENT AGENDA

a. Approval of the Classified Personnel Report (Consent Agenda)

4.a Board Memo Classified Personnel Report.pdf (p. 6)

b. Approval of Donations to Cabrillo Unified School District (Consent Agenda)

4.b Board Memo Donations.pdf (p. 7)

4.b.1 Summary Site Donations February 2021.pdf (p. 8)

c. Approval of the Purchase of Six Hundred Chromebook Tablets for Elementary Students in Lower Grades (Consent Agenda)

4.c Board Memo Purchase of Chromebook Tablets.pdf (p. 10)

d. Approval of County of San Mateo Multi-Modal Trail Project at El Granada Elementary School (Consent Agenda)

4.d Board Memo Easement for San Mateo County Multi-Modal Trail Construction.pdf (p. 11)

4.d.1 MMT County Cover Letter to School.pdf (p. 12)

4.d.2 MMT Easement Dedication Agreement.pdf (p. 14)

4.d.3 MMT Deed of Easement and Dedication (Multi-Use Public Trail Easement).pdf (p. 38)

4.d.4 MMT Temporary Construction Easement Deed.pdf (p. 46)

4.d.5 Caltrans Acknowledgement of Donation.pdf (p. 51)

4.d.6 MMT Executive Summary of Trail Project.pdf (p. 54)

4.d.7 MMT Project Plans School Offshoot Path.pdf (p. 55)

4.d.8 MMT Aerial Map School Easements.pdf (p. 56)

4.d.9 MMT Permanent Trail Easement Plat Map.pdf (p. 57)

4.d.10 MMT Temporary Construction Easement Plat Map.pdf (p. 58)

e. Approval of Quarterly Report on Williams Uniform Complaints (Consent Agenda)

4.e Board Memo Williams UCP Report.pdf (p. 59)

4.e.1 2020-21 Williams UCP Report Q2.pdf (p. 60)

f. Approval of Minutes of Regular Governing Board Meeting (Consent Agenda)

4.f Board Memo Minutes.pdf (p. 61)

4.f.1 2021-01-14 Regular Board Meeting Minutes.pdf (p. 62)

g. Approval of CUSD Board Policy Title Changes and Deletions as Recommended by California School Boards Association for CUSD's Upgrade to GAMUT Policy Plus (Consent Agenda)

4.g Board Memo GAMUT Policy Plus Reconciliation.pdf (p. 68)

h. Approval of Board Policy Updates as Recommended by the California School Boards Association (Consent Agenda)

4.h Board Memo Policy Updates.pdf (p. 71)

4.h.1 Policy Guide Sheet.pdf (p. 72)

4.h.2 4118 BP DismissalSuspensionDisciplinary Action DRAFT.pdf (p. 74)

4.h.3 4131.1 BP Teacher Support And Guidance DRAFT.pdf (p. 78)

4.h.4 4140 BP Bargaining Units DRAFT.pdf (p. 82)

4.h.5 6143 BP Courses Of Study DRAFT.pdf (p. 87)

4.h.6 6152.1 BP Placement In Mathematics Courses DRAFT.pdf (p. 90)

4.h.7 9240 BB Board Training DRAFT.pdf (p. 94)

5. GENERAL BUSINESS

a. Adoption of Proclamation Endorsing March as Women's History Month (Action)

5.a Board Memo Proclamation Women's History Month.pdf (p. 96)

5.a.1 Proclamation Women's History Month.pdf (p. 97)

b. Comprehensive Coordinated Early Intervention Services Plan Report (Information)

5.b Board Memo CCEIS Plan SPED Report.pdf (p. 99)

5.b.1 CCEIS Plan 2021 Board Presentation.pdf (p. 100)

c. Update on CUSD's Opening of Schools Plan - Revised (Information)

5.c Board Memo Opening of Schools Update Phase III.pdf (p. 115)

5.c.1 Opening of Schools Board Presentation (Revised).pdf (p. 116)

5.c.2 Cunha Intermediate COVID Reopening Plan 2020-21 (Revised).pdf (p. 160)

5.c.3 HMBHS Safety Plan for the Transition to In-Person Learning 2020-2021 (Revised).pdf (p. 167)

d. Quattrocchi Kwok Architects Facilities Master Plan Update (Information)

5.d Board Memo QKA Architects Presentation.pdf (p. 183)

5.d.1 QKA Facilities Master Plan Pressentation.pdf (p. 184)

e. Approval of CUSD/CSEA Tentative Agreement and AB 1200 (Action)

5.e Board Memo CSEA Tentative Agreement and AB 1200.pdf (p. 209)

5.e.1 CUSD-CSEA AB 1200 Disclosure.pdf (p. 210)

5.e.2 2019-2020 CUSD-CSEA Tentative Agreement.pdf (p. 219)

f. Selection of CSBA Delegates Assembly on Ballot for San Mateo County Sub-region 5-B (Action)

5.f Board Memo CSBA Ballot For Delegate Assembly 2021.pdf (p. 221)

5.f.1 2021 CSBA Delegate Delegates Ballot.pdf (p. 222)

6. FUTURE EVENTS

a. February 12 - Special Board Meeting Closed Session, via Videoconference - 9:00 AM

b. February 15-19 - Presidents Week - No School

c. February 25, Opening of Schools Steering Committee, via Zoom - 3:00 PM

d. February 24 - Visual and Performing Arts Committee, via Zoom - 3:00 PM

e. March 11 - Regular Board Meeting, via Zoom - 6:00 PM

7. RETURN TO CLOSED SESSION (IF NECESSARY)

8. ADJOURNMENT OF THE MEETING

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: February 11, 2021
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. REEMPLOYMENT OF LAID OFF EMPLOYEES FOR 2020-21 SCHOOL YEAR

Claudia Velazquez, Clerical Assistant III, District Office, effective January 4, 2021.

Julio Vidrio, Campus Security Assistant, Cunha Intermediate School, effective January 19, 2021.

2. OFFER OF EMPLOYMENT FOR 2020-2021 SCHOOL YEAR

Judith Cortes, Family Services Specialist, Migrant Education, effective December 2, 2020.

3. PROMOTION

Estefania Alvarez, Account Technician II, District Office, formerly Health Aide, Special Education Department, effective December 7, 2020.

4. RESIGNATION

Fernando Ramos, Campus Security Assistant, Cunha Intermediate School, effective January 5, 2021.

Jessica Lopez Escalante, Paraprofessional Special Education II, Half Moon Bay High School, effective January 15, 2021.

FISCAL ANALYSIS

Financial impact is included in the Budget.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: February 11, 2021
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Donations to Cabrillo Unified School District

BACKGROUND INFORMATION

The Governing Board routinely reviews the monthly donation reports.

REPORT/PROPOSAL

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

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

February 11, 2021 Board Meeting
Summary Site Donations

Site	Items	Donor	Amount	Site Total Donations
HMBHS	Money to the Seth Koller Creativity	Sharon E Williams	$ 100.00	
HMBHS	Money to Coastside Running Club Scholarship	Sautter Graphics & Print	$ 20.00	
HMBHS	Money to Coastside Running Club Scholarship	Miracle H. Balsitis & Scott J. Balsitis	$ 30.00	
HMBHS	Money to Coastside Running Club Scholarship	Kenneth D. Greenberg & Leslie Ann Greenberg	$ 30.00	
HMBHS	Money to Coastside Running Club Scholarship	Sylvi Rupilius & Kari Rupilius	$ 30.00	
HMBHS	Money to Coastside Running Club Scholarship	Joseph L. Hurlbut & Asenia L. Hurlbut	$ 30.00	
HMBHS	Money to Coastside Running Club Scholarship	Linda L. Rutherford & Ronald T. Welf	$ 50.00	
HMBHS	Money to Coastside Running Club Scholarship	Michael S. Weston & Constance Kleinjans	$ 100.00	
HMBHS	Money to Coastside Running Club Scholarship	Carol Keller	$ 40.00	
HMBHS	Money to Coastside Running Club Scholarship	Carl A. Meister	$ 60.00	
HMBHS	Money to Coastside Running Club Scholarship	Zachary N. Bennington& Rose M. Bennington	$ 20.00	

HMBHS	Money to Coastside Running Club Scholarship	Kenneth E. Bergerson & Roberta L. Bergerson	$	20.00	
HMBHS	Money to Coastside Running Club Scholarship	Benjamin S. Bower & Brigitta J. Bower	$	20.00	
HMBHS	Money to Coastside Running Club Scholarship	Patrick Wooliever & Amy Wooliever	$	20.00	
HMBHS	Money to Coastside Running Club Scholarship	Eytan Lerba& Leora Rena Lerba	$	20.00	
HMBHS	Money towards Ashley Pederson Memorial Scholarship	William H. Smith	$	500.00	
Farallone View	Donation of books	Julie Brookman	$	905.53	
					$ 1,995.53

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MEMORANDUM

MEETING DATE: February 11, 2021
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Official
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Purchase of Six Hundred Chromebook Tablets for Elementary Students in Lower Grades

BACKGROUND INFORMATION

To access the district's core curriculum, our elementary school students in the lower grades rely on the use of tablets. In alignment with our district-wide 1:1 instructional technology initiative, CUSD needs to purchase interactive tablets to meet the demands of our CUSD core curriculum. The instructional demands of the curriculum include:

- Math manipulatives and workplace games for Bridges Math on their screens to do individually or with a socially distanced partner
- TCRWP (ELA/ELD core curriculum) videos/slide decks
- Foundations practice on Seesaw to record their content/work and post to their journals

The use of tablets will be an equitable way to access the curriculum needed for individual learning and growth. TK-2 students will use the tablets for synchronous and asynchronous instruction within any implemented hybrid model.

FISCAL ANALYSIS

The cost of tablets will be covered by bond funds.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: February 11, 2021
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Official
CATEGORY: Consent/Action
ITEM TITLE: Approval of San Mateo County Multi-Modal Trail Project at El Granada Elementary School

BACKGROUND INFORMATION

CUSD has been working for the past year with staff from the County of San Mateo to plan the proposed building of the portion of the multi-modal trail project serving El Granada Elementary School. The addition of the trail loop serving El Granada Elementary School would be of great benefit to students, families, and staff by providing a new dedicated walking and biking trail loop connecting the school to the proposed multi-modal trail project that will connect El Granada to Half Moon Bay as part of the greater San Mateo County Multi-Modal Trail Project.

CUSD has proposed providing an easement to the County of San Mateo that is necessary for construction of the trail loop serving the school. Under the easement conditions, the County of San Mateo in exchange will assume costs of construction, ongoing maintenance, and ongoing liability for the portion to be built on CUSD property. This will be of benefit to both CUSD and the County. The school district's willingness to donate the easement greatly expedites the construction schedule and defrays the county's construction and maintenance costs and liability risks. In order to demonstrate to CalTrans that the County of San Mateo has not coerced CUSD to donate the easements, the county has provided a disclosure to CUSD of its rights under Federal Law to receive just compensation for the easement and of CUSD's right to have an appraisal made of the easement along with an offer of just compensation. By approving the materials attached here, CUSD waives such rights and thus allows construction to begin significantly earlier: the County is hoping to go out to bid for the construction contract in the spring and to construct the trail over the summer. In exchange, CUSD will incur no cost for this ongoing benefit.

CUSD staff have determined this easement to be in the mutual interest of CUSD and the County of San Mateo, particularly because the property in question is located near Highway 1 and is adjacent to but not located on the existing El Granada Elementary School campus. Again, these easement documents provide clear, explicit, and robust protections and assurances to CUSD: in exchange for the easement and its donation of unused property, the County of San Mateo will take responsibility for all construction costs and all maintenance costs as well as assuming ongoing liability for use of the trail by the County and the Coastside public.

FISCAL ANALYSIS

There is no financial impact to the General Fund as the County of San Mateo assumes all related costs.

RECOMMENDATION

CUSD staff recommends approving these materials to provide an easement at no cost to the County so that El Granada students and families can walk and roll to school safely. This is good for community members and their safety for walking, running, and biking while not costing CUSD anything. CUSD has negotiated with the County so they assume all the costs of construction, ongoing liability, and ongoing maintenance in exchange for us granting an easement of this property that is not currently used by CUSD or El Granada Elementary School.

COUNTY OF SAN MATEO
COUNTY MANAGER'S OFFICE

Don Grady
Real Property Manager

555 County Center, 4th Floor
Redwood City, CA 94063
650-599-1359

www.smcgov.org

January 31, 2021

Sean McPhetridge, Superintendent
Jesús Contreras, Chief Business Officer
Cabrillo Unified School District
498 Kelly Ave.
Half Moon Bay, CA 94019

Re: County of San Mateo Multi-Modal Trail Project at El Granada Elementary School

Dear Mr. McPhetridge and Mr. Contreras,

Thank you for the Cabrillo Unified School District's interest in partnering with the County of San Mateo to build the portion of the Multi-Modal Trail Project serving El Granada Elementary School. The addition of the loop serving El Granada Elementary will be of great public benefit by providing safe passage to and from the school.

The School District's offer to donate the easements necessary for the trail loop serving the school in exchange for the County's construction, maintenance, and liability for the portion on school property will benefit both the School District and County.

The School District's willingness to donate the easements greatly expedites the construction schedule and defrays the County's construction and maintenance costs and liability risks.

In order to demonstrate to Caltrans that the County has not coerced the District to donate the easements, the County includes this disclosure to the School District of its rights under Federal law to receive just compensation for the easements and of the District's right to have an appraisal made of the easements along with an offer of just compensation.

The District's offer to waive such rights allows construction to begin significantly earlier—the County is hoping to go out to bid for the construction contract in the spring and to construct the trail over the summer—and mitigates the County's costs and risk exposure.

As you requested, I've prepared the easement documents to provide clear, explicit, and robust protections and assurances to the School District that in exchange for the donation:

1. The County is responsible for all construction costs;
2. The County is responsible for all maintenance costs;
3. The County assumes liability for use of the trail by the County and the public.

Attached, please find the following documents for the District's signature:

(1) Easement Dedication Agreement;
(2) Deed of Easement and Dedication (Multi-Use Public Trail Easement);
(3) Temporary Construction Easement Deed;
(4) Caltrans Acknowledgment of Donation (Exhibit 17-EX-8).

The School District can sign items 1, 3, and 4 electronically and email me an electronic PDF file. Following the School District's electronic signature of items 1, 3, and 4, please email PDF's of those documents back to me at hchrealproperty@gmail.com.

However, item 2, the Deed of Easement and Dedication (Multi-Use Public Trail Easement), will be recorded at the San Mateo County Recorder's office, so a hard copy of that document will need to be signed and notarized.

Following the School District's signature and notarization of the Deed of Easement and Dedication (Multi-Use Public Trail Easement), please return the hard copy of this deed to the following address:

Don Grady, Real Property Manager
555 County Center, 4th Floor
Redwood City, CA 94063
Telephone: 650-363-4047

Many thanks for your partnership, cooperation, and assistance with this beneficial public project!

Sincerely,

Harrison Heyl

Harrison Heyl
Real Property Consultant
San Mateo County Real Property Division
Cell: (805) 451-0308
Email: hchrealproperty@gmail.com

cc: Don Grady, County of San Mateo, Real Property Manager
Brae Hunter, County of San Mateo, Third District Legislative Aide

EASEMENT DEDICATION AGREEMENT

THIS EASEMENT DEDICATION AGREEMENT (hereinafter referred to as the "Agreement") is entered into by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California (hereinafter the "COUNTY"), and the CABRILLO UNIFIED SCHOOL DISTRICT, a special district (hereinafter the "DISTRICT"), with reference to the following:

WHEREAS, DISTRICT is the owner of El Granada Elementary School (the "School"), located at 400 Santiago Street, Half Moon Bay, CA 94019, also known as County Assessor's Parcel Number 047-330-020, in unincorporated San Mateo County, California (hereinafter the "Property"); and

WHEREAS, DISTRICT desires to dedicate by donation, and COUNTY desires to accept, a multi-use public trail easement (the "Trail Easement") vested in COUNTY encumbering the Property, which easement is described and shown on Attachment 1 attached hereto and incorporated herein by reference; and

WHEREAS, DISTRICT desires to dedicate by donation, and COUNTY desires to accept, a temporary construction easement (the "TCE") across the Property, which TCE is described and shown on Attachment 2 attached hereto and incorporated herein by reference; and

WHEREAS, COUNTY will build and maintain a new multi-use public trail (the "Trail") within the Trail Easement at COUNTY'S sole cost and expense; and

WHEREAS, COUNTY will use the TCE to facilitate the construction of the Trail; and

WHEREAS, the Trail will be of mutual benefit to both DISTRICT and COUNTY by providing safe travel and access routes for students and the community to the School and surrounding neighborhoods while also providing recreational opportunities to the public; and

WHEREAS, pursuant to California Education Code Section 17556, the governing board of any school district may, pursuant to this article, dedicate or convey to the state, or any political subdivision or municipal corporation thereof, for public street or highway purposes, either with or without consideration and without a vote of the electors of the district first being taken, any real property belonging to the district, either in fee or any lesser estate or interest therein; and

WHEREAS, the Trail Easement provides for pedestrian and bicycle travel to the School as an integral part of the street and highway facilities and transportation system adjacent to the School; and

WHEREAS, pursuant to California Government Code Section 25354, COUNTY may receive from other sources lands donated to the COUNTY for the purpose of aiding in the construction of COUNTY roads or other specific purposes such as trails, and may use the property for such purposes; and

WHEREAS, DISTRICT and COUNTY agree that DISTRICT shall dedicate said Trail Easement to COUNTY without monetary compensation in exchange for COUNTY's construction and maintenance of the Trail improvements on the Trail Easement at COUNTY's sole cost and expense.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. DEDICATION BY DONATION OF PROPERTY INTERESTS: COUNTY and DISTRICT have determined that the property interests to be dedicated by DISTRICT to COUNTY according to the terms and conditions herein are of mutual benefit to both DISTRICT and COUNTY and that no financial consideration shall be provided by either party, and that the transfer of interests described herein shall constitute consideration for this Agreement. Subject to the terms and conditions contained in this Agreement, DISTRICT agrees to transfer to COUNTY ownership of the described property interests, subject to the following:

It is agreed that the Trail Easement and TCE conveyed by this Agreement are being donated to the COUNTY by the undersigned DISTRICT. DISTRICT, having initiated this donation, has been informed of the right to compensation for the Trail Easement and TCE donated and hereby waives such right to compensation.

DISTRICT hereby agrees to convey to COUNTY the permanent Trail Easement by Deed of Easement and Dedication (hereinafter the "Trail Easement Deed") in a form substantially similar to Attachment 3 attached hereto and incorporated herein by reference.

DISTRICT hereby agrees to convey to COUNTY the TCE by Temporary Construction Easement Deed (hereinafter the "TCE Deed") in a form substantially similar to Attachment 4 attached hereto and incorporated herein by reference.

This Agreement is subject to approval by DISTRICT's Governing Board of Trustees, which is an express condition precedent to DISTRICT's duty to perform.

This Agreement is subject to approval by COUNTY's Board of Supervisors, which is an express condition precedent to COUNTY's duty to perform.

2. DISTRICT OBLIGATIONS: Upon DISTRICT'S execution of this Agreement and execution and acknowledgement of the Easement Deed, DISTRICT shall deliver such documents to COUNTY for execution of the Agreement and acceptance of the Easement Deed.

3. COUNTY OBLIGATIONS AND RECORDATION OF DEED:

(a) Prior to COUNTY'S start of construction on the Property, COUNTY shall record with the San Mateo County Recorder's Office the Trail Easement Deed. The TCE Deed shall not be recorded. COUNTY shall pay all recording fees, as well as the documentary stamp tax, if any, incurred in the recordation of the above documents.

(b) Within ten (10) business days of execution of this Agreement and the TCE by COUNTY, COUNTY shall deliver a copy of the fully executed Agreement and TCE to DISTRICT.

(c) Within ten (10) business days of COUNTY'S receipt of the recorded Trail Easement Deed from the COUNTY Recorder's Office, COUNTY shall deliver a copy of the recorded Trail Easement Deed to DISTRICT.

(d) Any Trail Facilities installed and maintained within the Trail Easement by COUNTY shall be constructed and maintained by COUNTY at COUNTY'S sole cost and expense.

4. IMMEDIATE POSSESSION AND USE: DISTRICT grants to COUNTY and its contractors, agents, representatives, employees and all others deemed necessary by COUNTY, the irrevocable right to possession and use of the Trail Easement and TCE, including but not limited to, the right to remove and dispose of any and all improvements within and/or straddling the Trail Easement and TCE. COUNTY shall have the right to possess the Trail Easement and TCE and begin construction of the Trail on the date this Agreement has been fully executed by both parties.

5. TITLE AND DEED:

(a) The property interests in the Trail Easement and TCE conveyed by DISTRICT to COUNTY are to be free of liens, encumbrances, restrictions, rights to possession or claims to possession, rights, and conditions (recorded and/or unrecorded) known or unknown to DISTRICT, except covenants, conditions, restrictions, and reservations of record approved by COUNTY.

(b) DISTRICT represents and warrants that no lien, debt, or deed of trust encumbers the Property. In the event a lien, debt, or deed of trust encumbers the Property prior to recordation of the Trail Easement Deed, DISTRICT shall obtain subordination of such lien, debt, or deed of trust to COUNTY'S Trail Easement. Such subordination shall be recorded simultaneously with the Trail Easement Deed.

6. GOOD FAITH DISCLOSURE: DISTRICT has made and shall make good faith disclosure to COUNTY of any and all known facts, findings, or information regarding the areas that are the subject of this Agreement including without limitation those relating to: historical uses; prior permitted uses; current uses including, but not limited to, express

or implied contract, leases and/or permits; geological conditions; biological conditions; archaeological sites; flood hazard area(s); special studies zones; zoning reports; environmentally hazardous material such as asbestos, dioxins, oils, PCB's, solvents, waste disposal, gasoline tank leakage, pesticide use and spills, herbicide use or spills or any other substances and/or products of environmental contamination.

7. INDEMNIFICATION:

(a) DISTRICT assumes no liability for loss or damage to COUNTY'S property, or injury to or death of any agent, employee, or contractor of COUNTY, unless said loss, damage, injury, or death is as a result, in part or wholly, of DISTRICT'S breach of a legal duty.

(b) COUNTY agrees to defend, indemnify, and hold DISTRICT harmless from any claims or damages resulting from COUNTY's or the public's use of the Trail Easement or COUNTY's use of the TCE, unless said claims or damages are as a result, in part or wholly, of DISTRICT'S breach of a legal duty.

8. NOTICES: All notices, documents, correspondence, and communications concerning this transaction shall be addressed as set forth below or as either party may hereafter designate by written notice and shall be sent through the United States mail duly registered or certified with postage prepaid. Notwithstanding the above, the parties may also provide notices, documents, correspondence or such other communications by personal delivery, first class mail postage prepaid, or reputable overnight delivery service, and any such notices, documents, correspondence and communications so given shall be deemed to have been given upon actual receipt.

TO COUNTY:

County of San Mateo
Real Property Services
Attn: Don Grady
555 County Center, 4th floor
Redwood City, CA 94063
Phone: (650) 363-4047
Email: dgrady@smcgov.org

TO DISTRICT:

Jesus Contreras
Chief Business Officer
Cabrillo Unified School District
498 Kelly Ave.
Half Moon Bay, CA 94019
Tel: (650) 712-7135
Email: contrerasj@cabrillo.k12.ca.us

9. TERMINATION: If COUNTY is unable to secure any permits, approvals, or funding needed for the Trail project, or if COUNTY learns of conditions which, in COUNTY'S sole discretion, render the Trail project infeasible, COUNTY shall have the

right to terminate this Agreement at any time prior to the start of Trail construction by written notice to DISTRICT to be effective immediately.

10. WAIVER: No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions of this Agreement, whether or not similar, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

11. ENTIRE AGREEMENT: This Agreement supersedes all prior agreements, understandings, negotiations, and discussions of the parties, whether express or implied, and there are no warranties, representations, covenants, or other agreements between the parties in connection with the subject matter hereof, except as specifically set forth herein. The parties hereto have set forth the whole of their agreement. No amendment, supplement, modification, waiver, or termination of this Agreement shall be binding unless executed in writing by both parties.

12. CONSTRUCTION: The parties agree that each party and its respective counsel have reviewed and approved this Agreement to the extent that each party in its sole discretion has desired, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement. The terms and provisions of this Agreement embody the parties' mutual intent, and this Agreement shall not be construed more liberally in favor of, nor more strictly against, any party hereto.

13. SECTION HEADINGS: The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect hereof.

14. REAL PROPERTY DOCUMENTS: Each party agrees to execute and deliver any instrument or to perform any act reasonably necessary to carry out the provisions of this Agreement.

15. SUCCESSORS AND ASSIGNS: The rights under this Agreement shall also extend to and bind the heirs, devisees, executors, administrators, successors, and assigns of the parties.

16. CERTIFICATION OF SIGNATORY(IES): DISTRICT represents and warrants that it is the sole owner of the Property or sole authorized party to execute this Agreement and that no additional signatures are required to carry out the duties contemplated herein.

17. AGREEMENT APPROVAL: This Agreement is subject to the approval of the COUNTY's Board of Supervisors. Execution of this Agreement by the President, or designee, of the Board of Supervisors shall evidence said approval by the Board of Supervisors. This Agreement is subject to approval by DISTRICT's Governing Board of Trustees. Execution of this Agreement by the President, or designee, of the Board of

Trustees shall evidence said approval by the Board of Trustees.

18. EXECUTION IN COUNTERPARTS: The Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many or them as the parties shall preserve undestroyed, shall together constitute one and the same instrument**.**

[Balance of page intentionally left blank.]

IN WITNESS WHEREOF, COUNTY and DISTRICT have executed this Easement Dedication Agreement by the respective authorized officers as set forth below to be effective as of the date executed by the COUNTY.

"COUNTY"
COUNTY OF SAN MATEO

By: _____
David J. Canepa, President
Board of Supervisors

Date:_____

"DISTRICT"
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____
Sean McPhetridge, Ed.D., Secretary
Board of Trustees

Date:_____

Attachment 1
Permanent Trail Easement
Legal Description and Plat
(see following pages)

BkF
ENGINEERS
SURVEYORS
PLANNERS

December 28, 2020
Project No. 20140242

LEGAL DESCRIPTION
PERMANENT TRAIL EASEMENT

All that certain real property situate in the city of Half Moon Bay, County of San Mateo, State of California, described as follows:

Being a portion of the lands described in that certain document entitled "GRANT DEED" recorded on September 23, 1954 in Volume 2656, Page 563 Official Records of said county, being more particularly described as follows:

BEGINNING at the southerly corner of the lands described in said Grant Deed, said point being on the northerly right of way line of Cabrillo Highway;

Thence along said right of way line, North 62°52'24" West, 556.95 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence continuing along said right of way line, North 62°52'24" West, 39.01 feet;

Thence leaving said right of way line, North 42°53'46" West, 133.23 feet to the beginning of a tangent curve to the left;

Thence along said curve having a radius of 99.00 feet, through a central angle of 39°41'04", for an arc length of 68.57 feet;

Thence North 82°34'50" West, 135.45 feet to said northerly right of way line;

Thence along said right of way line, North 62°52'24" West, 37.36 feet to the beginning of a non-tangent curve concave southerly, whose radius point bears South 38°24'54" East;

Thence leaving said right of way line, easterly along said curve having a radius of 31.00 feet, through a central angle of 45°50'04", for an arc length of 24.80 feet;

Thence South 82°34'50" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 121.00 feet, through a central angle of 12°08'27", for an arc length of 25.64 feet;

Thence North 26°31'53" East, 5.05 feet;

Thence North 89°09'37" East, 36.40 feet;

ATTACHMENT 1

Thence South 26°31'53" West, 22.18 feet to the beginning of a non-tangent curve concave southwesterly, whose radius point bears South 34°54'49" West;

Thence southeasterly along said curve having a radius of 121.00 feet, through a central angle of 12°11'25", for an arc length of 25.74 feet;

Thence South 42°53'46" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 31.00 feet, through a central angle of 43°55'31", for an arc length of 23.77 feet to the **TRUE POINT OF BEGINNING**.

Containing 8,995 square feet more or less.

BASIS OF BEARINGS:

The bearings were based on NAD 83, California Coordinate System of 1983, EPOCH 2011. Distances shown hereon are ground level distances. Multiply distances by 0.99999714 to obtain grid values.

A plat showing the above described parcel is attached hereto and made a part hereof.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David Jungmann, PLS 9267

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

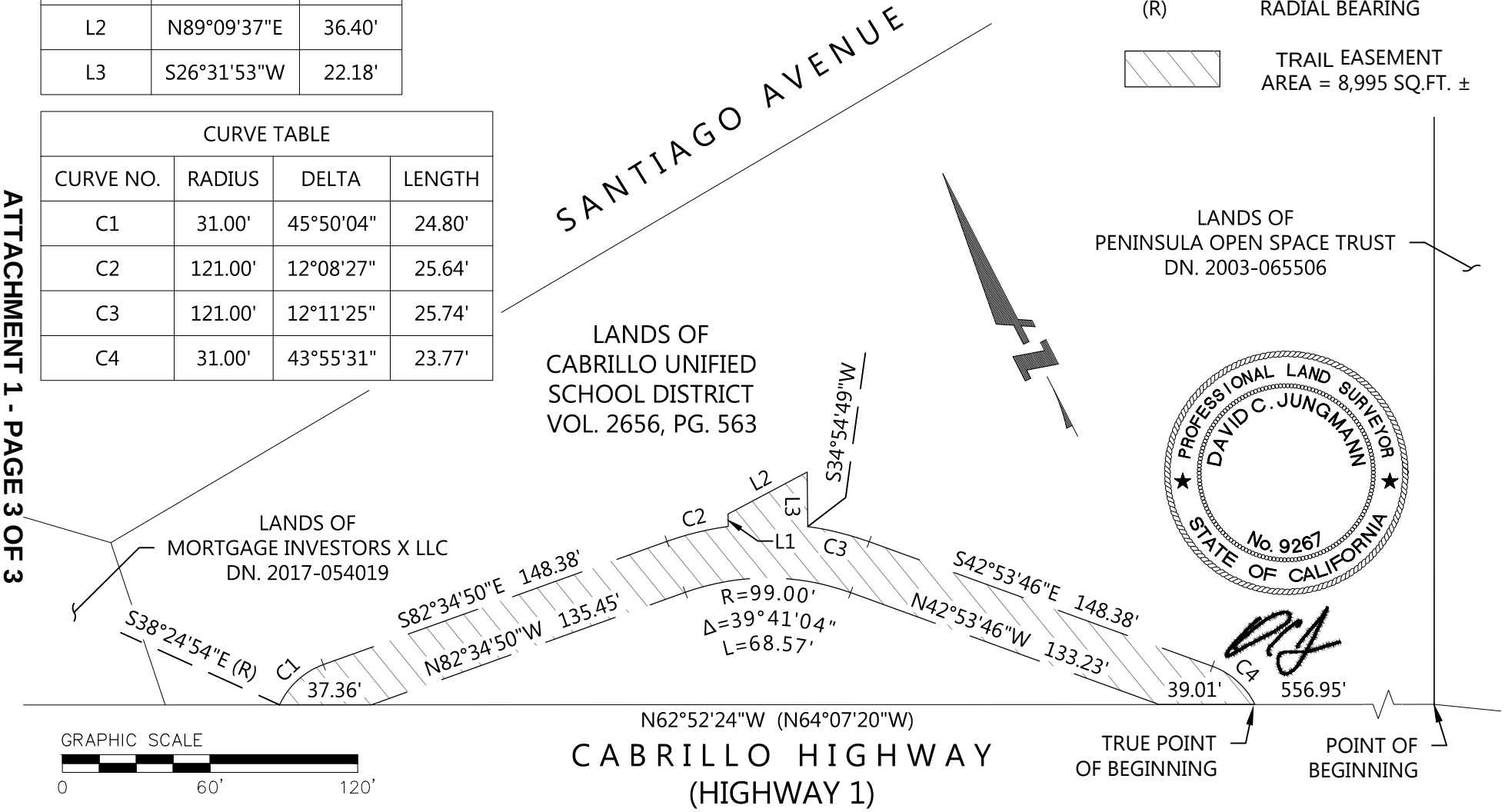
12/28/2020
Date

END OF DESCRIPTION

ATTACHMENT 1 - PAGE 3 OF 3

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	5.05'
L2	N89°09'37"E	36.40'
L3	S26°31'53"W	22.18'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	31.00'	45°50'04"	24.80'
C2	121.00'	12°08'27"	25.64'
C3	121.00'	12°11'25"	25.74'
C4	31.00'	43°55'31"	23.77'



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255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject PERMANENT TRAIL EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/28/2020
3 OF 3

© BKF Engineers

DRAWING NAME: \\Bkf-ro\vol4\Surf4\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\2- Access Easement\V-PLAT-PERM-TRL-ESMT_2020-12-28.dwg
PLOT DATE: 12-28-20
PLOTTED BY: emp

Attachment 2
Temporary Construction Easement
Legal Description and Plat
(see following pages)

BkF
ENGINEERS
SURVEYORS
PLANNERS

December 16, 2020
Project No. 20140242

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT

All that certain real property situate in the city of Half Moon Bay, County of San Mateo, State of California, described as follows:

Being a portion of the lands described in that certain document entitled "GRANT DEED" recorded on September 23, 1954 in Volume 2656, Page 563 Official Records of said county, being more particularly described as follows:

BEGINNING at the southerly corner of the lands described in said Grant Deed, said point being on the northerly right of way line of Cabrillo Highway;

Thence along said northerly right of way line, North 62°52'24" West, 551.47 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence continuing northwesterly along said right of way line, North 62°52'24" West, 59.12 feet;

Thence leaving said right of way line, North 42°53'46" West, 119.47 feet to the beginning of a tangent curve to the left;

Thence along said curve having a radius of 94.00 feet, through a central angle of 39°41'04", for an arc length of 65.11 feet;

Thence North 82°34'50" West, 121.49 feet to said northerly right of way line;

Thence along said right of way line, North 62°52'24" West, 57.60 feet to the beginning of a non-tangent curve concave southerly, whose radius point bears South 41°59'11" East;

Thence leaving said right of way line, easterly along said curve having a radius of 36.00 feet, through a central angle of 49°24'21", for an arc length of 31.04 feet;

Thence South 82°34'50" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 126.00 feet, through a central angle of 10°07'25", for an arc length of 22.26 feet;

Thence North 26°31'53" East, 3.74 feet;

Thence North 89°09'37" East, 47.66 feet;

ATTACHMENT 2

Thence South 26°31'53" West, 26.16 feet to the beginning of a non-tangent curve concave southwesterly, whose radius point bears South 36°52'56" West;

Thence southeasterly along said curve having a radius of 126.00 feet, through a central angle of 10°13'18", for an arc length of 22.48 feet;

Thence South 42°53'46" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 36.00 feet, through a central angle of 47°45'48", for an arc length of 30.01 feet to the **TRUE POINT OF BEGINNING**.

Containing 12,955 square feet more or less.

BASIS OF BEARINGS:

The bearings were based on NAD 83, California Coordinate System of 1983, EPOCH 2011. Distances shown hereon are ground level distances. Multiply distances by 0.99999714 to obtain grid values.

A plat showing the above described parcel is attached hereto and made a part hereof.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.



David Jungmann, PLS 9267

12/16/2020
Date

END OF DESCRIPTION

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	3.74'
L2	N89°09'37"E	47.66'
L3	S26°31'53"W	26.16'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	36.00'	49°24'21"	31.04'
C2	126.00'	10°07'25"	22.26'
C3	126.00'	10°13'18"	22.48'
C4	36.00'	47°45'48"	30.01'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TEMPORARY CONSTRUCTION EASEMENT
AREA = 12,955 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

S36°52'56"W (R)
L2
L3
C2
L1
C3
S82°34'50"E 148.38'
S42°53'46"E 148.38'
S41°59'11"E (R)
C1
N82°34'50"W 121.49'
R=94.00'
Δ=39°41'04"
L=65.11'
N42°53'46"W 119.47'
C4
57.60'
59.12'
551.47'
N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT OF BEGINNING

POINT OF BEGINNING

GRAPHIC SCALE
0 60' 120'

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

ATTACHMENT 2 - PAGE 3 OF 3

DRAWING NAME: \\Bkf-rc\vol4\Surl4\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\1 - Temporary Construction Easement\1-PLAT-TCE.dwg
PLOT DATE: 12-16-20 PLOTTED BY: jung

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ENGINEERS . SURVEYORS . PLANNERS
255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject TEMPORARY CONSTRUCTION EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/16/2020
3 OF 3

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Attachment 3
Trail Easement Deed
(See Following Pages)

WHEN RECORDED RETURN TO:
REAL PROPERTY SERVICES DIVISION
COUNTY OF SAN MATEO
555 County Center, 4th Floor
Redwood City, CA 94063

NO FEE DOCUMENT Per Gov. Code 6103
NO Doc. Transfer Tax Per R & T Code 11922

THIS SPACE FOR RECORDER'S USE ONLY

APN: 047-330-020 (portion)
Property Address: 400 Santiago Street, Half Moon Bay, CA 94019

DEED OF EASEMENT AND DEDICATION (MULTI-USE PUBLIC TRAIL EASEMENT)

THIS DEED OF EASEMENT AND DEDICATION is made this ____ day of _____, _____, BETWEEN

CABRILLO UNIFIED SCHOOL DISTRICT, a special district, (hereinafter referred to as "Grantor"), AND

COUNTY OF SAN MATEO, a political subdivision of the State of California (hereinafter referred to as "Grantee").

WHEREAS, Grantor is the owner of that certain property situated in unincorporated County of San Mateo currently referred to as County Assessor's Parcel Number 047-330-020, and also known as 400 Santiago Street, Half Moon Bay, California (hereinafter the "Property"); and

WHEREAS, Grantor and Grantee desire for Grantee to construct and maintain certain multi-use public trail improvements and other appurtenances (the "Trail Facilities") over, under, upon and through a portion of the Property in accordance with specifications of Grantee and at Grantee's sole cost and expense; and

WHEREAS, Grantor desires to dedicate to Grantee, which desires to accept, a permanent multi-use public trail easement and right of way over, under, upon and across at any time without notification all that real property described and shown in **EXHIBIT "A" attached hereto and made a part hereof** (the "Easement Area"); together with the perpetual right of ingress to and egress from said Easement Area, for the purpose of exercising and performing all of the rights and privileges herein granted; and

WHEREAS, Grantor and Grantee agree that all right, title and interest in and to the Trail Facilities to be installed and maintained within the Easement Area by Grantee at Grantee's cost shall vest in Grantee; and

WHEREAS, Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty; and

WHEREAS, Grantee agrees to defend, indemnify, and hold Grantor harmless from any claims or damages resulting from Grantee's or the public's use of the Easement Area, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

NOW THEREFORE, intending to be legally bound hereby, and for good consideration, the receipt and sufficiency of which is acknowledged, Grantor and Grantee agree and covenant as follows:

1. The recitals above are hereby incorporated by reference and made a part hereof as if set forth in full.

2. Grantor hereby grants and conveys to Grantee a permanent multi-use public trail easement over, under, upon and through the Easement Area for multi-use public trail purposes inclusive of digging, constructing, reconstructing, repairing, operating, upgrading and forever maintaining thereon a multi-use public trail, of such dimensions as Grantee shall deem necessary, together with all necessary appurtenances appertaining thereto, including a perpetual right of way over, under, upon and across the Easement Area at any time without notification, together with the perpetual right of ingress to and egress from said Easement Area, for the purpose of exercising and performing all of the rights and privileges herein granted.

3. Grantor retains the right to use the Easement Area except that within the Easement Area, no permanent surface improvements, fences, trees, shrubs, vines, vegetation or permanent encroachments of any kind can be erected or other use made which would interfere with the rights granted herein.

4. Grantee shall have the right to clear or keep clear from the Easement Area all buildings, structures and facilities that may interfere with the use of the Easement Area at the expense of the party or parties responsible for the installation of same. Grantee, its successors, assigns, contractors and employees shall have the right, but not the obligation, to maintain, trim and cut trees, shrubs, vines, vegetation and roots, if any, as may endanger or interfere with the operation or use of the public Trail Facilities within and above the Easement Area.

5. Grantor and Grantee agree that the Trail Facilities within the Easement Area shall be constructed and maintained by Grantee at Grantee's sole cost and expense.

6. Grantor and Grantee agree that all right, title and interest in and to the Trail Facilities to be installed within the Easement Area by Grantee at Grantee's cost shall vest in Grantee.

7. Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty.

8. Grantee agrees to defend, indemnify, and hold Grantor harmless from any claims or damages resulting from Grantee's or the public's use of the Easement Area, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

9. Grantor and Grantee, as those words are used herein, shall include the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, Grantor has executed this Deed of Easement and Dedication on the day and year first written above.

Grantor:
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____
Sean McPhetridge, Ed.D., Secretary
Board of Trustees

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____, _____, before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

STATE OF CALIFORNIA, COUNTY OF SAN MATEO: SS.

THIS IS TO CERTIFY that the interest in real property conveyed by the DEED OF EASEMENT AND DEDICATION dated _____, from CABRILLO UNIFIED SCHOOL DISTRICT, a special district, as Grantor, to COUNTY OF SAN MATEO, a political subdivision of the State of California, as Grantee, is hereby accepted by order of the Board of Supervisors of the County of San Mateo on _____, pursuant to authority conferred by resolution of the Board of Supervisors of the County of San Mateo adopted on _____, and the County of San Mateo consents to recordation thereof by its duly authorized officer.

WITNESS my hand and official seal

this _____ day of _____.

COUNTY OF SAN MATEO

By: _____
Michael P. Callagy
Clerk of the Board

Attachment 4
Temporary Construction Easement Deed
(See Following Pages)

TEMPORARY CONSTRUCTION EASEMENT DEED
(NOT FOR RECORDATION)

CABRILLO UNIFIED SCHOOL DISTRICT, as Grantor herein, owner of that certain property situated in unincorporated County of San Mateo currently referred to as Assessor's Parcel Number 047-330-020, and also known as 400 Santiago Street, Half Moon Bay, California (hereinafter the "Property"),

FOR A VALUABLE CONSIDERATION, DOES HEREBY GRANT TO

COUNTY OF SAN MATEO, a political subdivision of the State of California, its authorized agents, contractors, officers and employees, as Grantee herein, a temporary construction easement (hereinafter the "TCE"), including the right to enter upon, store, and move equipment and materials to facilitate the construction of certain multi-use public trail improvements and other appurtenances (hereinafter the "Trail Facilities") in accordance with specifications of Grantee in, on, over, along, under, and across a portion of the Property described and shown in **EXHIBIT "A" attached hereto and made a part hereof** (the "TCE Area").

It is contemplated that this TCE shall be for a period of one (1) year, which shall begin upon the date construction of the Trail Facilities commences on the TCE area. This TCE shall terminate upon the filing of a "Notice of Completion" by Grantee's contractor performing the above-mentioned work, or by notification by Grantee that construction has been completed. However, in the event construction is not completed within said one (1) year period, the TCE shall be extended until such completion.

The Grantee, its authorized agents, employees and contractors shall exercise reasonable precautions necessary to prevent damage to and protect the Property during Grantee's entry thereon.

By Grantee's exercise of this TCE, Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty.

Grantee agrees to defend, indemnify and hold Grantor harmless from any claims or damages resulting from Grantee's use of the TCE, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

Grantee, its authorized agents, employees, and contractors shall replace and/or repair any improvements outside of the permanent Trail Easement destroyed or damaged as a result of the rights granted under this TCE. If any improvements outside of the permanent Trail Easement are damaged or removed by Grantee, its authorized agents, employees, or contractors, they shall be restored or replaced by Grantee to as near the original condition and location as is practicable. If any mature trees outside of the permanent Trail Easement are damaged to the extent that they

do not survive, Grantee shall replace each such tree with two of the same species of trees of not less than 5-gallon size as Grantor's sole remedy.

IN WITNESS WHEREOF, Grantor and Grantee have executed this Temporary Construction Easement Deed as of the dates set forth below.

"Grantor"
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____
Sean McPhetridge, Ed.D., Secretary
Board of Trustees

Date:_____

"Grantee"
COUNTY OF SAN MATEO

By: _____
David J. Canepa, President
Board of Supervisors

Date:_____

WHEN RECORDED RETURN TO:
REAL PROPERTY SERVICES DIVISION
COUNTY OF SAN MATEO
555 County Center, 4th Floor
Redwood City, CA 94063

NO FEE DOCUMENT Per Gov. Code 6103
NO Doc. Transfer Tax Per R & T Code 11922

THIS SPACE FOR RECORDER'S USE ONLY

APN: 047-330-020 (portion)
Property Address: 400 Santiago Street, Half Moon Bay, CA 94019

DEED OF EASEMENT AND DEDICATION (MULTI-USE PUBLIC TRAIL EASEMENT)

THIS DEED OF EASEMENT AND DEDICATION is made this ____ day of _____, _____, BETWEEN

CABRILLO UNIFIED SCHOOL DISTRICT, a special district, (hereinafter referred to as "Grantor"), AND

COUNTY OF SAN MATEO, a political subdivision of the State of California (hereinafter referred to as "Grantee").

WHEREAS, Grantor is the owner of that certain property situated in unincorporated County of San Mateo currently referred to as County Assessor's Parcel Number 047-330-020, and also known as 400 Santiago Street, Half Moon Bay, California (hereinafter the "Property"); and

WHEREAS, Grantor and Grantee desire for Grantee to construct and maintain certain multi-use public trail improvements and other appurtenances (the "Trail Facilities") over, under, upon and through a portion of the Property in accordance with specifications of Grantee and at Grantee's sole cost and expense; and

WHEREAS, Grantor desires to dedicate to Grantee, which desires to accept, a permanent multi-use public trail easement and right of way over, under, upon and across at any time without notification all that real property described and shown in **EXHIBIT "A" attached hereto and made a part hereof** (the "Easement Area"); together with the perpetual right of ingress to and egress from said Easement Area, for the purpose of exercising and performing all of the rights and privileges herein granted; and

WHEREAS, Grantor and Grantee agree that all right, title and interest in and to the Trail Facilities to be installed and maintained within the Easement Area by Grantee at Grantee's cost shall vest in Grantee; and

WHEREAS, Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty; and

WHEREAS, Grantee agrees to defend, indemnify, and hold Grantor harmless from any claims or damages resulting from Grantee's or the public's use of the Easement Area, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

NOW THEREFORE, intending to be legally bound hereby, and for good consideration, the receipt and sufficiency of which is acknowledged, Grantor and Grantee agree and covenant as follows:

1. The recitals above are hereby incorporated by reference and made a part hereof as if set forth in full.

2. Grantor hereby grants and conveys to Grantee a permanent multi-use public trail easement over, under, upon and through the Easement Area for multi-use public trail purposes inclusive of digging, constructing, reconstructing, repairing, operating, upgrading and forever maintaining thereon a multi-use public trail, of such dimensions as Grantee shall deem necessary, together with all necessary appurtenances appertaining thereto, including a perpetual right of way over, under, upon and across the Easement Area at any time without notification, together with the perpetual right of ingress to and egress from said Easement Area, for the purpose of exercising and performing all of the rights and privileges herein granted.

3. Grantor retains the right to use the Easement Area except that within the Easement Area, no permanent surface improvements, fences, trees, shrubs, vines, vegetation or permanent encroachments of any kind can be erected or other use made which would interfere with the rights granted herein.

4. Grantee shall have the right to clear or keep clear from the Easement Area all buildings, structures and facilities that may interfere with the use of the Easement Area at the expense of the party or parties responsible for the installation of same. Grantee, its successors, assigns, contractors and employees shall have the right, but not the obligation, to maintain, trim and cut trees, shrubs, vines, vegetation and roots, if any, as may endanger or interfere with the operation or use of the public Trail Facilities within and above the Easement Area.

5. Grantor and Grantee agree that the Trail Facilities within the Easement Area shall be constructed and maintained by Grantee at Grantee's sole cost and expense.

6. Grantor and Grantee agree that all right, title and interest in and to the Trail Facilities to be installed within the Easement Area by Grantee at Grantee's cost shall vest in Grantee.

7. Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty.

8. Grantee agrees to defend, indemnify, and hold Grantor harmless from any claims or damages resulting from Grantee's or the public's use of the Easement Area, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

9. Grantor and Grantee, as those words are used herein, shall include the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, Grantor has executed this Deed of Easement and Dedication on the day and year first written above.

Grantor:
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____
Sean McPhetridge, Ed.D., Secretary
Board of Trustees

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____, _____, before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

STATE OF CALIFORNIA, COUNTY OF SAN MATEO: SS.

THIS IS TO CERTIFY that the interest in real property conveyed by the DEED OF EASEMENT AND DEDICATION dated _____, from CABRILLO UNIFIED SCHOOL DISTRICT, a special district, as Grantor, to COUNTY OF SAN MATEO, a political subdivision of the State of California, as Grantee, is hereby accepted by order of the Board of Supervisors of the County of San Mateo on _____, pursuant to authority conferred by resolution of the Board of Supervisors of the County of San Mateo adopted on _____, and the County of San Mateo consents to recordation thereof by its duly authorized officer.

WITNESS my hand and official seal

this _____ day of _____.

COUNTY OF SAN MATEO

By: _____
Michael P. Callagy
Clerk of the Board

ENGINEERS
SURVEYORS
PLANNERS

December 28, 2020
Project No. 20140242

LEGAL DESCRIPTION
PERMANENT TRAIL EASEMENT

All that certain real property situate in the city of Half Moon Bay, County of San Mateo, State of California, described as follows:

Being a portion of the lands described in that certain document entitled "GRANT DEED" recorded on September 23, 1954 in Volume 2656, Page 563 Official Records of said county, being more particularly described as follows:

BEGINNING at the southerly corner of the lands described in said Grant Deed, said point being on the northerly right of way line of Cabrillo Highway;

Thence along said right of way line, North 62°52'24" West, 556.95 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence continuing along said right of way line, North 62°52'24" West, 39.01 feet;

Thence leaving said right of way line, North 42°53'46" West, 133.23 feet to the beginning of a tangent curve to the left;

Thence along said curve having a radius of 99.00 feet, through a central angle of 39°41'04", for an arc length of 68.57 feet;

Thence North 82°34'50" West, 135.45 feet to said northerly right of way line;

Thence along said right of way line, North 62°52'24" West, 37.36 feet to the beginning of a non-tangent curve concave southerly, whose radius point bears South 38°24'54" East;

Thence leaving said right of way line, easterly along said curve having a radius of 31.00 feet, through a central angle of 45°50'04", for an arc length of 24.80 feet;

Thence South 82°34'50" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 121.00 feet, through a central angle of 12°08'27", for an arc length of 25.64 feet;

Thence North 26°31'53" East, 5.05 feet;

Thence North 89°09'37" East, 36.40 feet;

EXHIBIT A

Thence South 26°31'53" West, 22.18 feet to the beginning of a non-tangent curve concave southwesterly, whose radius point bears South 34°54'49" West;

Thence southeasterly along said curve having a radius of 121.00 feet, through a central angle of 12°11'25", for an arc length of 25.74 feet;

Thence South 42°53'46" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 31.00 feet, through a central angle of 43°55'31", for an arc length of 23.77 feet to the **TRUE POINT OF BEGINNING**.

Containing 8,995 square feet more or less.

BASIS OF BEARINGS:

The bearings were based on NAD 83, California Coordinate System of 1983, EPOCH 2011. Distances shown hereon are ground level distances. Multiply distances by 0.99999714 to obtain grid values.

A plat showing the above described parcel is attached hereto and made a part hereof.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David Jungmann, PLS 9267

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

12/28/2020
Date

END OF DESCRIPTION

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	5.05'
L2	N89°09'37"E	36.40'
L3	S26°31'53"W	22.18'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	31.00'	45°50'04"	24.80'
C2	121.00'	12°08'27"	25.64'
C3	121.00'	12°11'25"	25.74'
C4	31.00'	43°55'31"	23.77'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TRAIL EASEMENT
AREA = 8,995 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

S38°24'54"E (R)
C1
37.36'
S82°34'50"E 148.38'
N82°34'50"W 135.45'
C2
L2
L3
L1
S34°54'49"W
C3
R=99.00'
Δ=39°41'04"
L=68.57'
S42°53'46"E 148.38'
N42°53'46"W 133.23'
C4
39.01'
556.95'

N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT OF BEGINNING

POINT OF BEGINNING

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

GRAPHIC SCALE
0 60' 120'

EXHIBIT A - PAGE 3 OF 3

DRAWING NAME: \\Bkf-ro\vol4\Surf\V40242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\2- Access Easement\V-PLAT-PERM-TRL-ESMT_2020-12-28.dwg
PLOT DATE: 12-28-20
PLOTTED BY: emp

BkF 100+ YEARS
ENGINEERS . SURVEYORS . PLANNERS
255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject PERMANENT TRAIL EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/28/2020
3 OF 3

© BKF Engineers

TEMPORARY CONSTRUCTION EASEMENT DEED
(NOT FOR RECORDATION)

CABRILLO UNIFIED SCHOOL DISTRICT, as Grantor herein, owner of that certain property situated in unincorporated County of San Mateo currently referred to as Assessor's Parcel Number 047-330-020, and also known as 400 Santiago Street, Half Moon Bay, California (hereinafter the "Property"),

FOR A VALUABLE CONSIDERATION, DOES HEREBY GRANT TO

COUNTY OF SAN MATEO, a political subdivision of the State of California, its authorized agents, contractors, officers and employees, as Grantee herein, a temporary construction easement (hereinafter the "TCE"), including the right to enter upon, store, and move equipment and materials to facilitate the construction of certain multi-use public trail improvements and other appurtenances (hereinafter the "Trail Facilities") in accordance with specifications of Grantee in, on, over, along, under, and across a portion of the Property described and shown in **EXHIBIT "A" attached hereto and made a part hereof** (the "TCE Area").

It is contemplated that this TCE shall be for a period of one (1) year, which shall begin upon the date construction of the Trail Facilities commences on the TCE area. This TCE shall terminate upon the filing of a "Notice of Completion" by Grantee's contractor performing the above-mentioned work, or by notification by Grantee that construction has been completed. However, in the event construction is not completed within said one (1) year period, the TCE shall be extended until such completion.

The Grantee, its authorized agents, employees and contractors shall exercise reasonable precautions necessary to prevent damage to and protect the Property during Grantee's entry thereon.

By Grantee's exercise of this TCE, Grantor assumes no liability for loss or damage to Grantee's property, or injury to or death of any agent, employee, or contractor of Grantee, unless said loss, damage, injury, or death is as a result, in part or wholly, of Grantor's breach of a legal duty.

Grantee agrees to defend, indemnify and hold Grantor harmless from any claims or damages resulting from Grantee's use of the TCE, unless said claims or damages are as a result, in part or wholly, of Grantor's breach of a legal duty.

Grantee, its authorized agents, employees, and contractors shall replace and/or repair any improvements outside of the permanent Trail Easement destroyed or damaged as a result of the rights granted under this TCE. If any improvements outside of the permanent Trail Easement are damaged or removed by Grantee, its authorized agents, employees, or contractors, they shall be restored or replaced by Grantee to as near the original condition and location as is practicable. If any mature trees outside of the permanent Trail Easement are damaged to the extent that they

do not survive, Grantee shall replace each such tree with two of the same species of trees of not less than 5-gallon size as Grantor's sole remedy.

IN WITNESS WHEREOF, Grantor and Grantee have executed this Temporary Construction Easement Deed as of the dates set forth below.

"Grantor"
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____
Sean McPhetridge, Ed.D., Secretary
Board of Trustees

Date:_____

"Grantee"
COUNTY OF SAN MATEO

By: _____
David J. Canepa, President
Board of Supervisors

Date:_____

BkF
ENGINEERS
SURVEYORS
PLANNERS

December 16, 2020
Project No. 20140242

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT

All that certain real property situate in the city of Half Moon Bay, County of San Mateo, State of California, described as follows:

Being a portion of the lands described in that certain document entitled "GRANT DEED" recorded on September 23, 1954 in Volume 2656, Page 563 Official Records of said county, being more particularly described as follows:

BEGINNING at the southerly corner of the lands described in said Grant Deed, said point being on the northerly right of way line of Cabrillo Highway;

Thence along said northerly right of way line, North 62°52'24" West, 551.47 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence continuing northwesterly along said right of way line, North 62°52'24" West, 59.12 feet;

Thence leaving said right of way line, North 42°53'46" West, 119.47 feet to the beginning of a tangent curve to the left;

Thence along said curve having a radius of 94.00 feet, through a central angle of 39°41'04", for an arc length of 65.11 feet;

Thence North 82°34'50" West, 121.49 feet to said northerly right of way line;

Thence along said right of way line, North 62°52'24" West, 57.60 feet to the beginning of a non-tangent curve concave southerly, whose radius point bears South 41°59'11" East;

Thence leaving said right of way line, easterly along said curve having a radius of 36.00 feet, through a central angle of 49°24'21", for an arc length of 31.04 feet;

Thence South 82°34'50" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 126.00 feet, through a central angle of 10°07'25", for an arc length of 22.26 feet;

Thence North 26°31'53" East, 3.74 feet;

Thence North 89°09'37" East, 47.66 feet;

EXHIBIT A

Thence South 26°31'53" West, 26.16 feet to the beginning of a non-tangent curve concave southwesterly, whose radius point bears South 36°52'56" West;

Thence southeasterly along said curve having a radius of 126.00 feet, through a central angle of 10°13'18", for an arc length of 22.48 feet;

Thence South 42°53'46" East, 148.38 feet to the beginning of a tangent curve to the right;

Thence along said curve having a radius of 36.00 feet, through a central angle of 47°45'48", for an arc length of 30.01 feet to the **TRUE POINT OF BEGINNING**.

Containing 12,955 square feet more or less.

BASIS OF BEARINGS:

The bearings were based on NAD 83, California Coordinate System of 1983, EPOCH 2011. Distances shown hereon are ground level distances. Multiply distances by 0.99999714 to obtain grid values.

A plat showing the above described parcel is attached hereto and made a part hereof.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

LICENSED LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

David Jungmann, PLS 9267

12/16/2020
Date

END OF DESCRIPTION

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	3.74'
L2	N89°09'37"E	47.66'
L3	S26°31'53"W	26.16'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	36.00'	49°24'21"	31.04'
C2	126.00'	10°07'25"	22.26'
C3	126.00'	10°13'18"	22.48'
C4	36.00'	47°45'48"	30.01'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TEMPORARY CONSTRUCTION EASEMENT
AREA = 12,955 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

S36°52'56"W (R)
L2
L3
C2
L1
C3
S82°34'50"E 148.38'
S42°53'46"E 148.38'
S41°59'11"E (R)
C1
N82°34'50"W 121.49'
R=94.00'
Δ=39°41'04"
L=65.11'
N42°53'46"W 119.47'
C4
57.60'
59.12'
551.47'
N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT OF BEGINNING

POINT OF BEGINNING

GRAPHIC SCALE
0 60' 120'

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

EXHIBIT A - PAGE 3 OF 3

BkF 100+ YEARS
ENGINEERS . SURVEYORS . PLANNERS
255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject TEMPORARY CONSTRUCTION EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/16/2020
3 OF 3

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DRAWING NAME: \\Bkf-rc\vol4\Surl4\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\1 - Temporary Construction Easement\1-PLAT-TCE.dwg
PLOT DATE: 12-16-20 PLOTTED BY: jung

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ACKNOWLEDGEMENT FOR DONATIONS

(Form #)

EXHIBIT
17-EX-8 (6/2002)

Project County of San Mateo Midcoast Multi-Modal Trail Improvements Project

Property El Granada Elementary School, 400 Santiago Street, Half Moon Bay, CA 94019, also known as County Assessor's Parcel Number 047-330-020

We, the undersigned, do hereby acknowledge that we have been fully informed of our rights under Federal law to receive just compensation for the permanent multi-use public trail easement and temporary construction easement over that portion of our property shown on the maps attached hereto and made a part hereof, and that we have also been informed of our right to have an appraisal made of said easements along with an offer of just compensation.

However, we do hereby waive these rights and agree to donate said permanent multi-use public trail easement and temporary construction easement to the County of San Mateo for the improvement of the Midcoast Multi-Modal Trail Improvements Project.

This acknowledgement is signed by us freely and without coercion of any kind.

Name Sean McPhetridge, Ed.D., Secretary
Board of Trustees
CABRILLO UNIFIED SCHOOL DISTRICT
(Print or Type)

Signed _____ Date _____

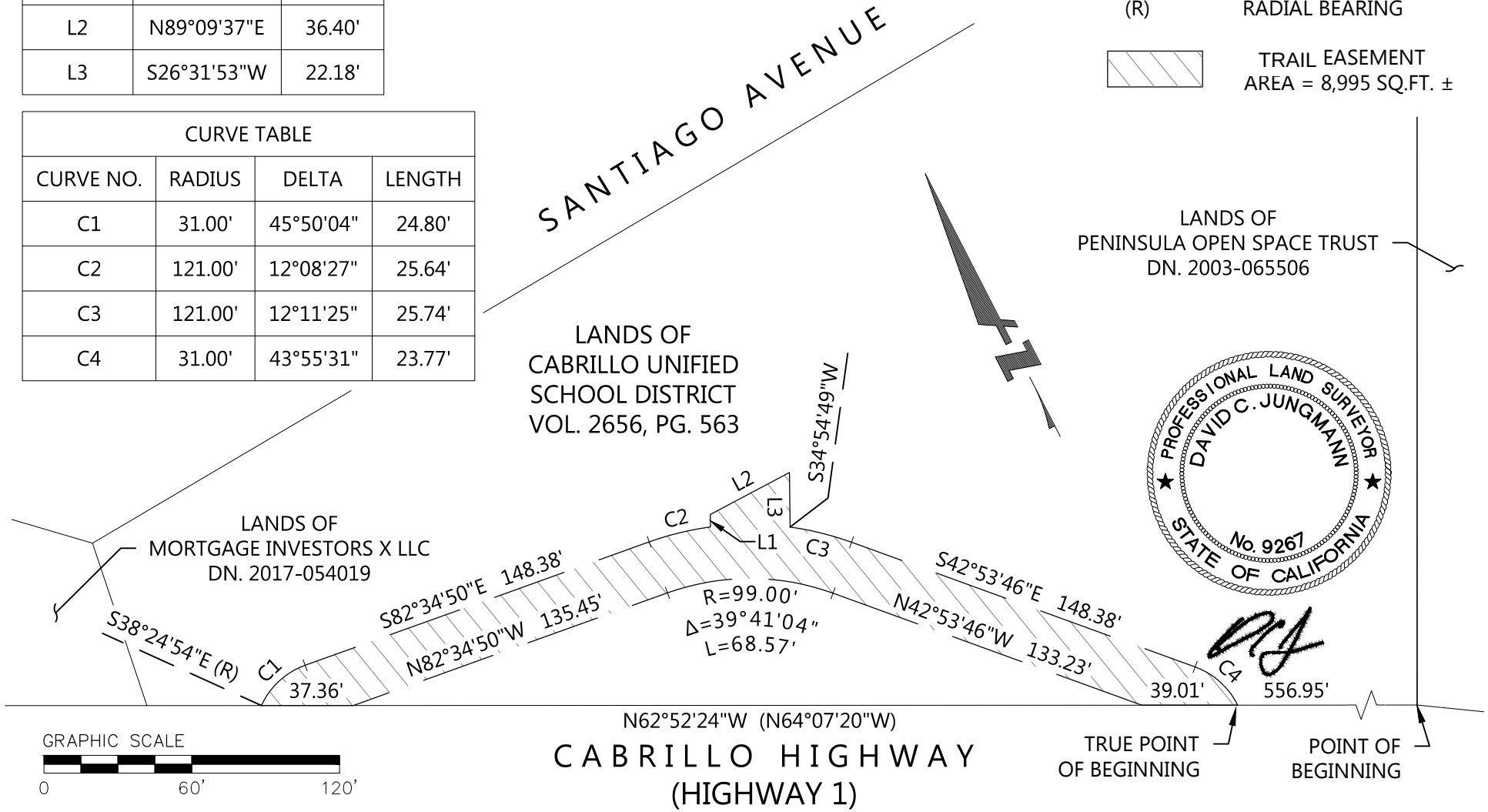
LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	5.05'
L2	N89°09'37"E	36.40'
L3	S26°31'53"W	22.18'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	31.00'	45°50'04"	24.80'
C2	121.00'	12°08'27"	25.64'
C3	121.00'	12°11'25"	25.74'
C4	31.00'	43°55'31"	23.77'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TRAIL EASEMENT
AREA = 8,995 SQ.FT. ±



GRAPHIC SCALE
0 60' 120'

BkF 100+ YEARS
ENGINEERS . SURVEYORS . PLANNERS
255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

Subject PERMANENT TRAIL EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/28/2020
3 OF 3

DRAWING NAME: \\Bkf-ro\vol4\Surf\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\2- Access Easement\V-PLAT-PERM-TRL-ESMT_2020-12-28.dwg
PLOT DATE: 12-28-20
PLOTTED BY: emp
© BKF Engineers

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	3.74'
L2	N89°09'37"E	47.66'
L3	S26°31'53"W	26.16'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	36.00'	49°24'21"	31.04'
C2	126.00'	10°07'25"	22.26'
C3	126.00'	10°13'18"	22.48'
C4	36.00'	47°45'48"	30.01'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TEMPORARY CONSTRUCTION EASEMENT
AREA = 12,955 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

S36°52'56"W (R)
L2
L3
C2
L1
C3
S82°34'50"E 148.38'
S42°53'46"E 148.38'
S41°59'11"E (R)
C1
N82°34'50"W 121.49'
R=94.00'
Δ=39°41'04"
L=65.11'
N42°53'46"W 119.47'
C4
57.60'
59.12'
551.47'
N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT OF BEGINNING

POINT OF BEGINNING

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

GRAPHIC SCALE
0 60' 120'

BkF 100+ YEARS
ENGINEERS . SURVEYORS . PLANNERS
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Subject TEMPORARY CONSTRUCTION EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/16/2020
3 OF 3

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DRAWING NAME: \\Bkf-rc\vol4\Surl4\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\1 - Temporary Construction Easement\1-PLAT-TCE.dwg
PLOT DATE: 12-16-20 PLOTTED BY: jung

Executive Summary
Midcoast Multi-Modal Trail Improvement Project

San Mateo County is proposing to construct a 0.8-mile, 12-foot wide multi-use trail within unused portions of the Highway 1 right-of-way in the unincorporated community of El Granada.

This segment of the Midcoast Multi-Modal Trail (MMT), also referred to as the "Parallel Trail," runs parallel to the inland side of Highway 1 between Coronado Street and Mirada Road. The trail includes an 8-foot wide asphalt surface with a painted stripe down the center, 2-foot wide decomposed granite jogging paths on either side of the asphalt, and 5-foot wide buffers on either side of the trail to facilitate County maintenance of the trail (for a total width of 22 feet).

The proposed trail will enable people to safely commute by bicycle or foot from El Granada to the south end of Miramar. It will eventually serve as a connection to the Naomi Patridge trail, which connects to Half Moon Bay. The trail will also include a connection to El Granada Elementary School in order to provide a safe route to school for students who live in the Miramar area.

The Project was initiated by the San Mateo County Board of Supervisors in late 2012. There were public outreach workshops with the Midcoast Community Council in 2015 and 2016. In March 2017, there was a meeting with El Granada Elementary School principal to discuss the trail connection to the school. The County Planning Commission considered the project at a hearing on March 11, 2020.

The County is currently hoping to go out to bid for the construction contract this spring and to begin trail construction this summer. Construction is anticipated to last 125 days (though construction may not finish before the rainy season if delays occur).

In order for the County to construct the portion of the trail "loop" that provides direct access from the main trail to El Granada Elementary School, the County requires a permanent multi-use public trail easement and temporary construction easement on the school property.

At the School District's request, the agreement and easement documents between the County and the School District provide clear, explicit, and robust protections and assurances to the School District that in exchange for the School District's donation of the easements:

1. The County is responsible for all construction costs;
2. The County is responsible for all maintenance costs;
3. The County assumes liability for use of the trail by the County and the public.

The following documents require the District's signature in order to proceed with the conveyance of the easements from the School District to the County:

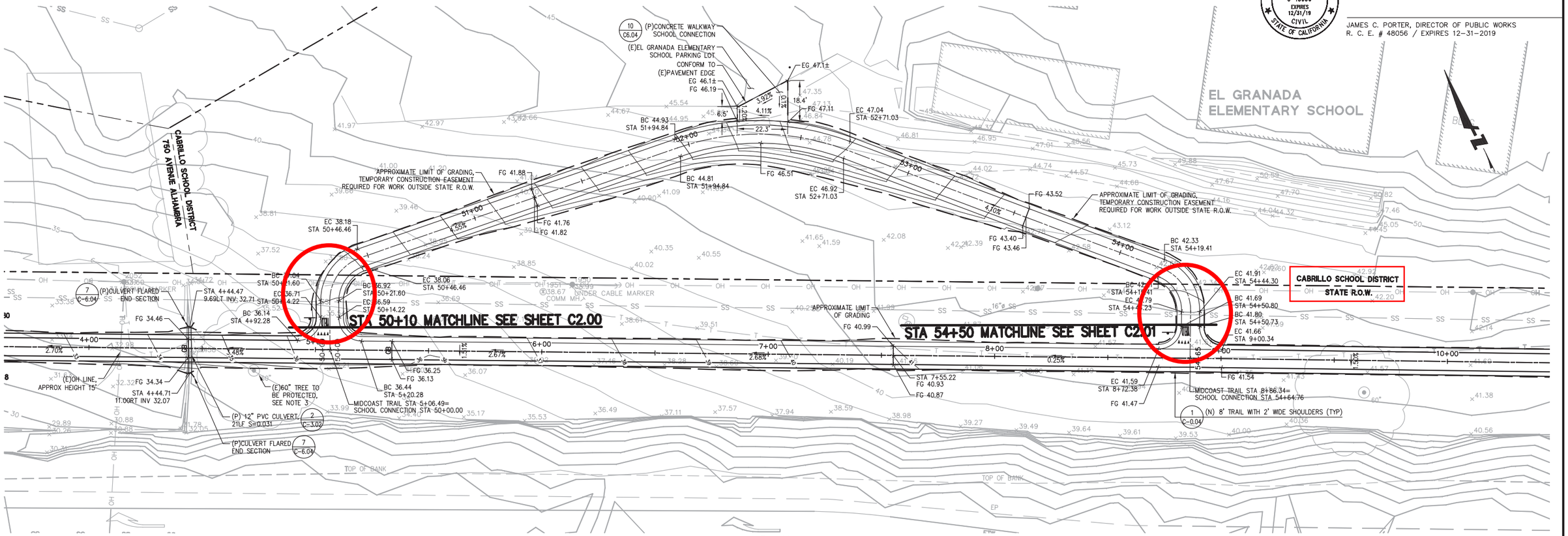
(1) Easement Dedication Agreement;
(2) Deed of Easement and Dedication (Multi-Use Public Trail Easement);
(3) Temporary Construction Easement Deed;
(4) Caltrans Acknowledgment of Donation (Exhibit 17-EX-8).

REGISTERED PROFESSIONAL ENGINEER
JAMES C. PORTER
C 48056
EXPIRES 12/31/19
CIVIL
STATE OF CALIFORNIA

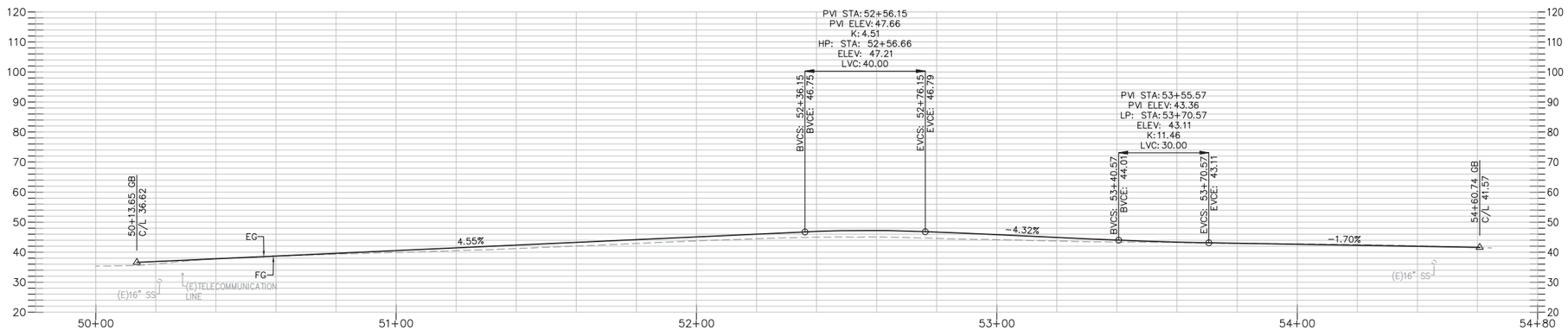
APPROVED:

DATE: _____

JAMES C. PORTER, DIRECTOR OF PUBLIC WORKS
R. C. E. # 48056 / EXPIRES 12-31-2019



PLAN
SCALE: 1" =20'



PROFILE
SCALE: HORIZONTAL 1" =20'
VERTICAL 1" = 20'

NOTES:

1. SEE C-0.02 AND C-0.03 FOR SURVEY CONTROL PLAN.

GRAPHIC SCALE
20 0 20 40

100% SUBMITTAL - FOR REVIEW ONLY

APPROVED DATE:	
JASON MANSFIELD, PROJECT MANAGER	
BKF ENGINEERS	
R.C.E. # 59567 / EXPIRES 12-31-2019	

REGISTERED PROFESSIONAL ENGINEER
JASON CONRAD MANSFIELD
No. C 59567
EXP. 12-31-19
CIVIL
STATE OF CALIFORNIA

BKF
ENGINEERS / SURVEYORS / PLANNERS
255 SHORELINE DRIVE, SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300

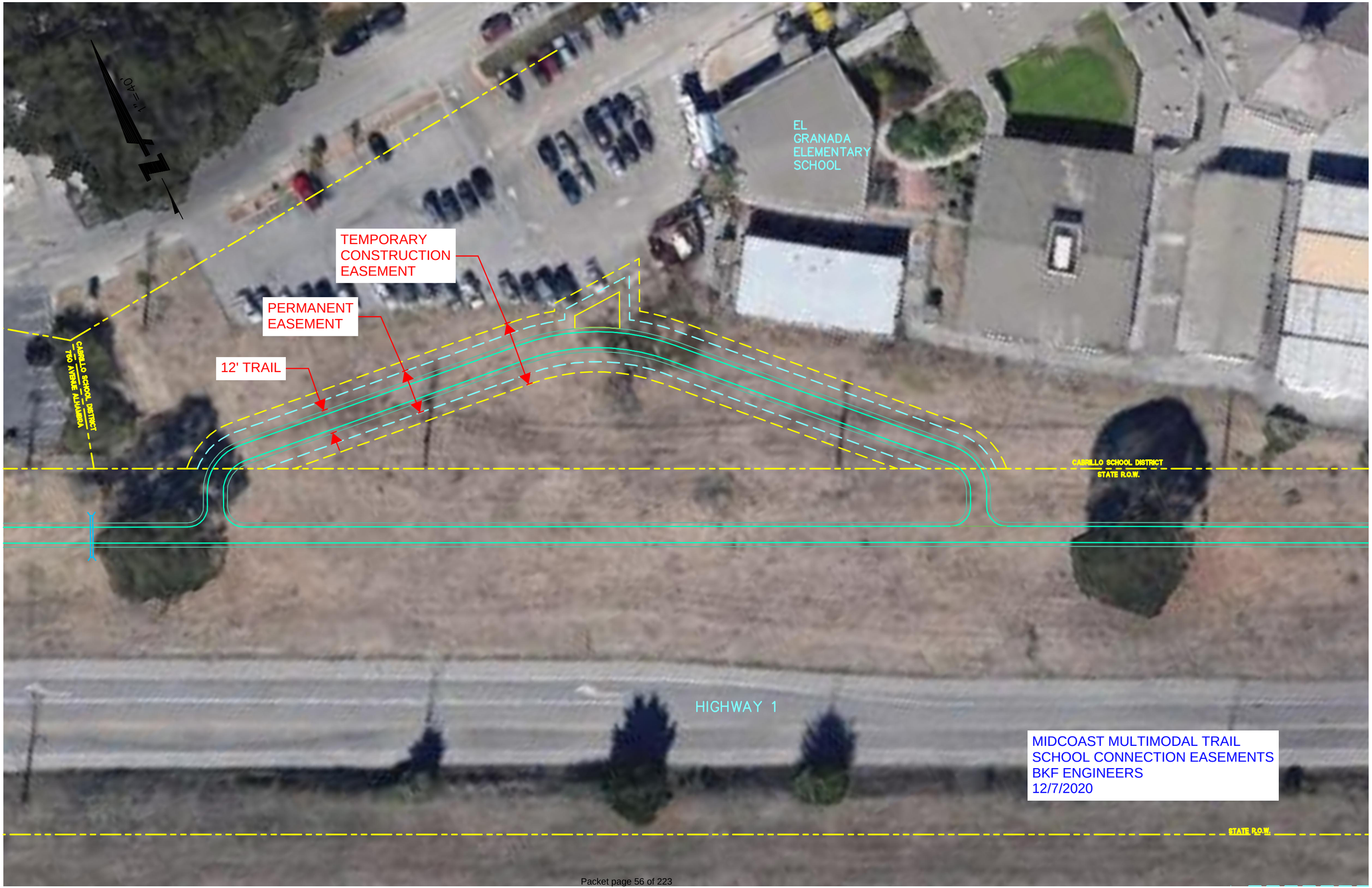
COUNTY OF SAN MATEO PUBLIC WORKS

REVISION	DATE		
		DESIGNED BY: BKF (CT)	MIDCOAST MULTI-MODAL TRAIL
		CHECKED BY: BKF (JM)	PLAN & PROFILE
		DRAWN BY: BKF (JC)	STA 50+10 TO STA 54+50
		JAMES C. PORTER, DIRECTOR OF PUBLIC WORKS SAN MATEO COUNTY	555 COUNTY CENTER, 5th FLOOR REDWOOD CITY, CALIFORNIA 94063

FOR REDUCED PLANS ORIGINAL SCALE IS IN INCHES 0 1 2 3 4

SCALE: AS SHOWN
DATE: 11/4/2019
FILE NO.: 1/4952
C-2.07
SHEET 17 OF 38

DRAWING NAME: K:\Eng\41\140242\SHEETS\C2.XX-PLAN_PROFILE.dwg
PLOT TIME: 11-04-19


1"=40'
EL GRANADA ELEMENTARY SCHOOL
TEMPORARY CONSTRUCTION EASEMENT
PERMANENT EASEMENT
12' TRAIL
CABRILLO SCHOOL DISTRICT
700 AVENUE ALHAMBRA
CABRILLO SCHOOL DISTRICT
STATE R.O.W.
HIGHWAY 1
MIDCOAST MULTIMODAL TRAIL
SCHOOL CONNECTION EASEMENTS
BKF ENGINEERS
12/7/2020
STATE R.O.W.

LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	5.05'
L2	N89°09'37"E	36.40'
L3	S26°31'53"W	22.18'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	31.00'	45°50'04"	24.80'
C2	121.00'	12°08'27"	25.64'
C3	121.00'	12°11'25"	25.74'
C4	31.00'	43°55'31"	23.77'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TRAIL EASEMENT
AREA = 8,995 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

L1

S34°54'49"W

L2

L3

C2

C3

S38°24'54"E (R)

C1

37.36'

S82°34'50"E 148.38'

N82°34'50"W 135.45'

R=99.00'
Δ=39°41'04"
L=68.57'

S42°53'46"E 148.38'

N42°53'46"W 133.23'

C4

39.01'

556.95'

N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT
OF BEGINNING

POINT OF
BEGINNING

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

GRAPHIC SCALE
0 60' 120'

EXHIBIT A - PAGE 3 OF 3

DRAWING NAME: \\Bkf-ro\vol4\Surf\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\2- Access Easement\V-PLAT-PERM-TRL-ESMT_2020-12-28.dwg
PLOT DATE: 12-28-20
PLOTTED BY: emp

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Subject PERMANENT TRAIL EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/28/2020
3 OF 3

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LINE TABLE		
LINE NO.	DIRECTION	LENGTH
L1	N26°31'53"E	3.74'
L2	N89°09'37"E	47.66'
L3	S26°31'53"W	26.16'

CURVE TABLE			
CURVE NO.	RADIUS	DELTA	LENGTH
C1	36.00'	49°24'21"	31.04'
C2	126.00'	10°07'25"	22.26'
C3	126.00'	10°13'18"	22.48'
C4	36.00'	47°45'48"	30.01'

LEGEND

LOT LINE
EASEMENT LINE
RADIAL LINE
DN. DOCUMENT NUMBER
(R) RADIAL BEARING

TEMPORARY CONSTRUCTION EASEMENT
AREA = 12,955 SQ.FT. ±

SANTIAGO AVENUE

LANDS OF
CABRILLO UNIFIED
SCHOOL DISTRICT
VOL. 2656, PG. 563

LANDS OF
PENINSULA OPEN SPACE TRUST
DN. 2003-065506

LANDS OF
MORTGAGE INVESTORS X LLC
DN. 2017-054019

S36°52'56"W (R)
L2
L3
C2
L1
C3
S82°34'50"E 148.38'
S42°53'46"E 148.38'
S41°59'11"E (R)
C1
N82°34'50"W 121.49'
R=94.00'
Δ=39°41'04"
L=65.11'
N42°53'46"W 119.47'
C4
57.60'
59.12'
551.47'
N62°52'24"W (N64°07'20"W)

CABRILLO HIGHWAY
(HIGHWAY 1)

TRUE POINT OF BEGINNING

POINT OF BEGINNING

GRAPHIC SCALE
0 60' 120'

PROFESSIONAL LAND SURVEYOR
DAVID C. JUNGMANN
No. 9267
STATE OF CALIFORNIA

EXHIBIT A - PAGE 3 OF 3

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Subject TEMPORARY CONSTRUCTION EASEMENT
PLAT TO ACCOMPANY LEGAL DESCRIPTION
Job No. 20140242
By BDF Chkd. DCJ Date 12/16/2020
3 OF 3

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DRAWING NAME: \\bkf-fs\vol4\Surl4\140242 Mid-Coast Multi-Modal Trail\SUR\Mapping\Plats & Legals\1 - Temporary Construction Easement\1-PLAT-TCE.dwg
PLOT DATE: 12-16-20 PLOTTED BY: jung

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: February 11, 2021
TO: Members of the Board Governing
FROM: Sean McPhetridge, Ed.D., Superintendent
J Jesus Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Quarterly Report on Williams Uniform Complaints (Education Code §35186)

BACKGROUND INFORMATION

Education Code 35186 requires that Williams complaints be filed and resolved using the Uniform Complaint Procedures (UCP). Williams complaints include instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and these complaints may be filed anonymously. Williams complaints are filed with the principal, or their designee, of the school in which the complaint arises. Schools have complaint forms available for these types of complaints, but schools do not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Local governing boards are required to report quarterly to the San Mateo County of Education the nature and number of complaints received during the quarter.

REPORT/PROPOSAL

During the second quarter of the 2020-21 school year, the CUSD received zero (0) Williams complaints.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Staff recommends receipt and approval of the Second Quarter Williams Report.

SAN MATEO COUNTY OFFICE OF EDUCATION
Excellence and Equity in Education

Quarterly Report on 2020-2021 *Williams* Uniform Complaints
[Education Code § 35186]

District: Cabrillo Unified School District

Person completing this form: Rosibel Acosta Title: Admin. Asst. to the Superintendent

Quarter covered by this report (*check one*):

- ☐ **1st Quarter**: July 2020 *through* September 2020 **– DUE October 30, 2020**
- ☒ **2nd Quarter**: October 2020 *through* December 2020 **– DUE January 29, 2021**
- ☐ **3rd Quarter**: January 2021 *through* March 2021 **– DUE April 30, 2021**
- ☐ **4th Quarter**: April 2021 *through* June 2021 **– DUE July 30, 2021**

Date for information to be reported publicly at governing board meeting: Febraury 11, 2021

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response were emailed to San Mateo County Office of Education.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0

Sean McPhetridge, Ed. D.
Print Name of District Superintendent

Signature of District Superintendent Date

Remember to sign and date the report **after** *it is presented at the district's board meeting.*

Please submit Board approved report via email to cmaponte@smcoe.org.

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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: February 11, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Regular Governing Board Meeting Minutes

BACKGROUND INFORMATION

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

REPORT/PROPOSAL

The unadopted minutes of the January 14, 2021 Regular Governing Board Meeting are included in this Board packet for consideration.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

Governing Board Meeting Agenda

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, January 14, 2021 • Closed Session: 6:00 PM • Public Session: 7:00 PM
Via Zoom: https://cabrillok12.zoom.us/j/99135905009

Board Members Present:	Ms. Lizet Cortes, President Ms. Mary Beth Alexander, Vice President Ms. Freya McCamant, Clerk to the Governing Board Ms. Sophia Layne, Member Ms. Kimberly Hines, Member
Administrators Present:	Dr. Sean McPhetridge, Ed.D., Superintendent Dr. Leticia Bhatia, Ed.D., Assistant Superintendent Mr. Jesus Contreras, Chief Business Officer
Student Board Representative Present:	Miss Caroline Dodge, Student Board Representative

1. CALL TO ORDER

a. Public Comments on Closed Session Topics

b. Adjourn to Closed Session – 6:01 PM

c. Reconvene to Public Session – 7:02 PM – Welcome

1. Closed Session Action Report: If applicable

   Superintendent Sean McPhetridge reported no action was taken in closed session.

2. Pledge of Allegiance

   Student Board Representative Caroline Dodge led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Motion to approve the agenda, as presented, was made by Member Kimberly Hines and seconded by Member Freya McCamant.

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

(M-01) Passed 5-0 with Student Representative voting aye

3. COMMUNICATIONS

a. Public Comments

Written Comments. The Board received one (1) comment via the Google Public Comment Request form related to this agenda item.

To read the full public comment submitted via the Google Public Comment Request form, please follow the link provided below:

https://docs.google.com/spreadsheets/d/1oWaVDI9EORH1Q3D1RbYBIOn6GaYWymT5a-mEy5oMHyM/edit?usp=sharing

b. Employee Organizations Report

1. CUTA Representatives

CUTA Co-President Sean Riordan said CUTA went back to the negotiation table to discuss a Memorandum of Understanding to address in-person hybrid learning. Mr. Riordan said the session was productive and represented a sense of cooperation and the understanding that decisions would be based on scientific facts and applied equally to all employees. Mr. Riordan also spoke about the district quarantine guidelines and questioned if they were applied equally to all employees who traveled abroad during the break.

2. CSEA Representatives

CSEA President Stig Lynne said CUSD and CSEA reached a tentative agreement, which includes a salary increase for the 2019-2020 and 2020-21 school years. Mr. Lynne said CSEA is also discussing a Memorandum of Understanding to address safety for schools' opening. Mr. Lynne also shared that CSEA donated $5000 to Coastside Hope and $500 to ALAS.

c. Board Members Report

Member Mary Beth Alexander said she and Member Sophia Layne have participated in the San Mateo County School Boards Association, where conversations focus on vaccinations and COVID-19 testing. Ms. Alexander also spoke about the students who are thriving under the new school model and asked to celebrate them as we also empathize with students and families that are struggling. Ms. Alexander said that once schools are back to normal learning, they should change things to be more inclusive and support those students struggling now.

Member Sophia Layne said it is important to recognize acute burnout and chronic trauma students, families, employees, and community members have been dealing with the pandemic and other social conditions like systemic racism and inequitable access to health, housing, and education. Ms. Layne said it is also necessary to continue thinking about what we can do to improve and help our community thrive so that, with support, students can do the same. Ms. Layne said that some of the conversations on the different platforms are on education and not to get back to normal but to get something better.

Member Kimberly Hines said that everyone has to do their part to reassure students that the current situation is temporary. Ms. Hines said there are many alternative assignments and hopes staff think out of the box. Ms. Hines asked to celebrate resiliency.

Member Freya McCamant shared her excitement with AB 1200 approval and that she hopes the tentative agreement is approved later tonight to finish the process of adequately compensating staff. Ms. McCamant said she looks forward to the new year, and she hopes everybody stays healthy. Lastly, Ms. McCamant congratulated President Lizet Cortes for being the first Mexican-American woman to serve as Board president.

President Lizet Cortes said she appreciates parents who have reached out to let them know how successful their students have been because the current learning setting is not the norm. President Cortes thanked Superintendent McPhetridge for the community letter sent this week. President Cortes finished her report quoting Dr. Martin Luther King's words included at the end of the community letter, "*We have before us the glorious opportunity to inject a new dimension of love into the veins of our civilization*."

d. Student Board Representative Report

Student Board Representative Caroline Dodge provided the Board and public an update on Kings Mountain Elementary, La Costa Adult School, Half Moon Bay High School, and Hatch Elementary School events and activities.

e. Superintendent Report

Superintendent Dr. Sean McPhetridge expressed his gratitude to the Board, the community, colleagues, teachers, and classified staff. Dr. McPhetridge also expressed he is proud to work on the Coastside and that it is meaningful to him that kindness is a Coastside value. Dr. McPhetridge spoke about the letter sent to the community last week and how some individuals felt the letter was partisan and out of place; Dr. McPhetridge apologized for that if people felt that way. Dr. McPhetridge also said that other individuals felt something needed to be said, and he reminded people that the district needed to let people know our values: we need to take care of one another and provide tools to families and teachers to talk about the difficult time seen in the country now, regardless of anyone's political beliefs.

Dr. McPhetridge said that the community should have more optimism and hope as the COVID-19 vaccine comes. Dr. McPhetridge also shared that a letter was sent to the staff on the importance of symptom checking, which staff are expected to do every day to keep staff, families, students, and the community safe. Lastly, Dr. McPhetridge talked about staff COVID-19 testing with Curative and the concerns raised about false negatives.

4. CONSENT AGENDA

a. Approval of School Accountability Report Cards
b. Approval of Comprehensive School Site Safety Plans
c. Approval of Donations to Cabrillo Unified School District
d. Authorization to Bid the Roofing Replacement Project at Cunha Intermediate School
e. Approval of Minutes of Special and Regular Governing Board Meetings
f. Approval of Board Policy Updates as Recommended by the California School Boards Association

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

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

(M-02) Passed 5-0 with Student Representative voting aye

5. GENERAL BUSINESS

a. Approval of African-American History Month Proclamation

Motion to approve the African-American History Month Proclamation was made by Member Kimberly Hines and seconded by Member Freya McCamant.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye

Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-03) Passed 5-0 with Student Representative voting aye

b. Update on CUSD's Opening of Schools Plan - Revised

Leticia Bhatia, Ed.D., Assistant Superintendent, J Jesús Contreras, Chief Business Officer, Martha Ladd, Director of Educational Support Services, and Jason Owens, Director of Student Services, provided an update on the Opening of Schools Modified Phase III, Governor Newsom's Safe Schools for All Plan, and the status of the Opening of School Plan Waiver Application.

Motion to approve Opening of Schools Plan and Waiver Application was made by Member Sophia Layne and seconded by Member Kimberly Hines.

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

(M-04) Passed 5-0 with Student Representative voting aye

c. Approval of Unity Physical Education Course

Motion to approve the Unity Physical Education Course was made by Member Kimberly Hines and seconded by Member Freya McCamant.

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

(M-05) Passed 5-0 with Student Representative voting aye

d. Quattrocchi Kwok Architects Facilities Master Plan Update: Half Moon Bay High School Facilities Assessment

Lyanne Schuster and Mark Quattrocchi of Quattrocchi Kwok Architects (QKA) presented to the Board on the possibilities QKA has developed and studied to improve CUSD elementary and high school sites.

At 9:28 PM, President Lizet Cortes requested a motion to continue past the 10:00 PM curfew. Motion was made by Member Kimberly Hines and seconded by Member Freya McCamant.

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

(M-06) Passed 5-0 with Student Representative voting aye

e. Measure M Facility Bond Citizens' Oversight Committee 2019-20 Annual Report

Mike Alifano, Measure M Facility Bond Citizens' Oversight Committee Representative, presented the Measure M Facility Bond Citizens' Oversight Committee Annual Report to the Board.

f. Approval of the Revision of the Purchase of Modular Portable Classrooms at Hatch Elementary to House the CUSD Early Education Program

Motion to approve the Revision of the Purchase of Modular Portable Classrooms at Hatch Elementary to House the CUSD Early Education Program was made by Member Mary Beth Alexander and seconded by Member Kimberly Hines.

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

(M-07) Passed 5-0 with Student Representative voting aye

g. Tentative Agreement between Cabrillo Unified School District and California School Employees Association

Sean McPhetridge, Superintendent, and Jesus Contreras, Chief Business Officer, presented the Cabrillo Unified School District (CUSD) and California School Employees Association (CSEA) Tentative Agreement as an information item. CUSD and CSEA reached a tentative agreement which includes a proposal for a retroactive 3% salary increase for the 2019-2020 school year (retroactive to July 1, 2019) as well as an additional 3% salary increase for the 2020-2021 school year (effective July 1, 2020).

h. Approval of AB 1200 for Cabrillo Unified Teachers Association

Jesus Contreras, Chief Business Officer, presented the AB 1200 for final Board approval so that CUSD staff could then process CUTA salary increase payments.

Motion to approve the AB 1200 for Cabrillo Unified Teachers Association was made by Member Kimberly Hines and seconded by Member Mary Beth Alexander.

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

(M-08) Passed 5-0 with Student Representative voting aye

i. Approval of the Revised Schedule of Regular Governing Board Meetings for the Year 2021

Motion to approve the Revised Schedule of Regular Governing Board Meetings was made by Member Sophia Layne and seconded by Member Freya McCamant.

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

(M-09) Passed 5-0 with Student Representative voting aye

j. Approval of Governing Board Representatives for the Year 2021

Motion to approve the Governing Board Representatives for the Year 2021 was made by Member Kimberly Hines and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye

Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-10) Passed 5-0 with Student Representative voting aye

Member Freya McCamant made a motion to approve the item with a friendly amendment changing the titles of the Financial Advisory Committee to Budget Advisory Committee and the Latino Advisory Committee to Latino Round Table. Motion seconded by Member Kimberly Hines.

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

(M-11) Passed 5-0 with Student Representative voting aye

8. ADJOURNMENT OF THE MEETING

Motion to adjourn was made by Member Kimberly Hines and seconded by Member Sophia Layne.

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

(M-12) Passed 5-0 with Student Representative voting aye

The meeting was adjourned at 10:51 PM

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

_____ _____
Freya McCamant Date
Clerk to the Governing Board

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: February 11, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of CUSD Board Policy Title Changes and Deletions as Recommended by California School Boards Association for CUSD's Upgrade to GAMUT Policy Plus

BACKGROUND INFORMATION

Recently CUSD staff have been working to upgrade our CUSD Governing Board policy website to add increased functionality with regard to being able to provide the public access with our CUSD Board Policies. Staff have worked recently with California School Boards Association to upgrade to GAMUT Policy Plus. CSBA's new GAMUT platform provides CUSD with more ways to update and manage policies in a more timely manner, and the new program also provides staff with a new interface to view and research CSBA sample policies using advanced search features. GAMUT Policy Plus allows us to edit and update policies in real time instead of having us to wait to post our policies, and it also allows us to translate CUSD policies to over 100 languages.

Our upgrade to GAMUT Policy Plus has identified some erroneous titles of our policies that need to be retitled to interface with this new CSBA policy platform, and CSBA has also identified some policies that are out of date or redundant that need to be removed. Thus, staff now recommend that the Governing Board approve this work of retitling existing CUSD Board Policies and deleting unnecessary policies so we can complete the upgrade to the new CSBA GAMUT Policy Plus platform for increased functionality for both staff and the public we serve.

REPORT/PROPOSAL

A) Policies (BP) and Bylaws (BB) to Retitle

CSBA explanation for renaming CUSD policies: the titles in the CUSD manual do not match the titles that CSBA has assigned to that policy number in the codification system that underpins **GAMUT Policy Plus.**

POLICY CODE	DISTRICT TITLE	NEW TITLE
BP 4118	Suspension/Disciplinary Action	Dismissal/Suspension/Disciplinary Action
BP 4131.1	Beginning Teacher Support/Induction	Teacher Support And Guidance
BP 4140	Personnel	Bargaining Units
BP 5131.61	Voluntary Drug Testing	Drug Testing
BP 5141.6	Student Health Services	School Health Services
BP 6142.7	Physical Education	Physical Education And Activity
BP 6178.1	Work Experience Education	Work-Based Learning
BP 7212	Mello Roos Districts	Mello-Roos Districts
BB 9240	Board Development	Board Training

B) Policies (BP) and Bylaws (BB) to Delete

CSBA explanation for deletion: several policies correspond to a policy that CSBA has deleted from its sample policy manual. The numbers and titles for these policies no longer exist in the codification system that the GAMUT Policy Plus platform uses.

POLICY CODE	DISTRICT TITLE	REASON
BP 0420.1	School-Based Program Coordination	Policy and regulation deleted since School-Based Program Coordination was effectively eliminated by the local control funding formula (LCFF).
BP 4112.22	Staff Teaching Students Of Limited English Proficiency	Material has been incorporated into Administrative Regulation 4112.22.
BP 4112.23	Special Education Staff	Policy reclassified as a regulation and expanded to include additional legal requirements pertaining to assignment of special education teachers based on credential authorizations, caseloads, and qualifications under the federal No Child Left Behind Act. MANDATED section on "Resource Specialists" includes services provided by resource specialists, qualifications of program director, maximum caseloads and waivers, and prohibition against simultaneous assignment of resource specialists to teach regular classes.
BP 4112.24	Teacher Qualifications Under The No Child Left Behind Act	Policy deleted since NEW FEDERAL LAW (P.L. 114-95) repealed requirements that teachers meet criteria of "highly qualified" teachers, as defined.
BP 4112.4 BP 4212.4 BP 4312.4	Health Examinations	Policy deleted and material moved to reorganized regulation. Regulation reorganized to clarify the requirement for tuberculosis tests, including the types of employees that may be subject to the test, exemptions from the test, and fee structure. New section on medical certification for communicable diseases clarifies when a new employee may be required to submit such a certification. Regulation also contains new section detailing the process for requiring that a certificated employee undergo a mental examination.
BP 4112.61 BP 4212.61 BP 4312.61	Employment References	Policy deleted and key concepts incorporated into regulation
BP 4119.3 BP 4219.3 BP 4319.3	Duties Of Personnel	Upon review considered outdated or no longer necessary.
BP 4138	Mentor Teachers	Policy deleted due to the elimination of the Certificated Staff Mentoring Program pursuant to NEW LAW (AB 97, 2013). Key concepts incorporated into new BP 4131.1 - Teacher Support and Guidance.
BP 4157.1 BP 4257.1 BP 4357.1	Work-Related Injuries	Language in BP moved to administrative regulation and updated.
BP 4213	Assignment/Classification	Material formerly included in policy now incorporated into BP 4200 Classified Personnel.
BP 4313.1	Load/Scheduling/Hours Of Employment	Delete this unnecessary policy.
BP 4315.1	Staff Evaluating Teachers	Policy deleted and key concepts incorporated into BP 4115 Evaluation/Supervision.
BP 4391.11	Sexual Harassment	Delete extra policy. Materials regarding sexual harassment are in BP 4119.11/4219.11/4319.11 Sexual Harassment.

BP 5118	Open Enrollment Act Transfers	Policy deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district
BP 5124	Communication With Parents/Guardians	Delete this unnecessary policy. Material regarding communication strategies for parent involvement has been moved to BP/AR 6020 Parent Involvement.
BP 5141.26	Tuberculosis Testing	Unnecessary policy deleted. Regulation expanded.
BP 5145.8	Refusal To Harm Or Destroy Animals	Regulation revised to incorporate material formerly in BP.
BP 5149	At-Risk Students	Policy deleted and key concepts incorporated into BP 5147 Dropout Prevention.
BP 6010	Goals And Objectives	Policy redundant with material in BP 0000 Vision and BP 0200 Goals for the School District.
BP 6161	Equipment, Books And Materials	Policy deleted due to redundancy with BP 6161.1 Selection and Evaluation of Instructional Materials
BP 6162.52	High School Exit Examination	New law AB 830 repeals the requirement to pass the high school exit exam as a condition of graduation.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

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: February 11, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Governing Board Policy Updates as Recommended by the California School Boards Association

BACKGROUND INFORMATION

The Cabrillo Unified School District (CUSD) participates in the California School Boards Association's (CSBA) Policy Online and Manual Maintenance Service. One important component of this optional service is that participating districts receive a quarterly "Policy Maintenance Report" to help keep Board policies up to date and fully compliant. Most often, the proposed changes are mandate-driven. In such instances, staff will suggest that the Board waive additional readings and adopt the suggested revisions en masse and via action. In those instances, when a quarterly maintenance review indicates 1) a need for a change in a policy that provides optional courses of action or 2) the need for a new policy to address a particular issue, staff will suggest that the Board engage in a first and second reading of the document prior to considering policy adoption.

REPORT/PROPOSAL

This month, Board Policies 4118, 4141.1, 4140/4240/4340, 6143, 6152.1, and Board Bylaw 9240 are provided for adoption. These Board documents have been reviewed by appropriate staff and are submitted for your consideration. Staff has further concluded that the proposed revisions reflect new laws and/or additional CSBA suggested wordsmithing that could be considered for adoption under action items.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT
POLICY GUIDE SHEET
February 11, 2021

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 4118 - Dismissal/Suspension/Disciplinary Action
(BP/AR revised)

Policy retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Policy reflects **NEW LAW (AB 215)** which allows notice of the board's intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, requires any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct.

BP/AR 4131.1 - Teacher Support and Guidance
(BP/AR revised)

The policy addresses the provision of intensive support and guidance for individual teachers who are new to the profession and other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management. Policy incorporates concepts formerly in BP 4131.1 - Beginning Teacher Support/Induction, BP/AR 4138 - Mentor Teachers, and BP/AR 4139 - Peer Assistance and Review for related categorical programs eliminated by AB 97 (2013).

The regulation addresses the qualifications of mentors/support providers and applies consistent selection criteria for all district induction and support programs. Regulation also includes optional section reflecting general concepts of the PAR program, eliminated by **NEW LAW** (AB 97, 2013).

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.

BP/AR 6143 - Courses of Study
(BP/AR revised)

Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect **NEW LAW (AB 1595)** which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12.

BP/AR 6152.1 - Placement in Mathematics Courses
(BP revised; AR added)

Policy updated to clarify which policy components are mandated and to expand program evaluation to include a report on the percentage of students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and California State University. New regulation

includes material formerly in BP, including the appeals process, the requirement to post the policy on the district's web site, and circumstances under which staff recommendations may be considered in course placement. Regulation also includes examples of objective academic measures that may be used to place students in mathematics courses.

BB 9240 - Board Training

(BB revised)

Bylaw retitled and updated to address the purposes and importance of board training, recommended topics of training for new and first-term board members, and the district's process for selecting board training activities. The bylaw also reinforces the prohibition against a majority of the board members discussing district business of a specific nature while attending a conference or similar public gathering.

Cabrillo USD

Board Policy

Dismissal/Suspension/Disciplinary Action ~~Suspension/Disciplinary Action~~

BP 4118
Personnel

The Governing Board expects all employees to **perform their jobs satisfactorily,** exhibit professional and appropriate conduct**,** and serve as positive role models both at school and in the community. A **certificated** employee may be ~~suspended or~~ disciplined for conduct **or performance** in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation.

(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
~~(cf. 4117.4 - Dismissal)~~
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4141/4241 - Collective Bargaining Agreement)

~~The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct.~~ **Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance.** Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

(cf. 4114 - Transfers)

The Superintendent or designee shall ensure that~~, consistent with law,~~ disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4030 - Nondiscrimination in Employment)
~~(cf. 4032 - Complaints Concerning Discrimination in Employment)~~
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Suspension/Dismissal Procedures

The Superintendent shall notify the Board whenever he/she believes that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules

that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of its intention to suspend or dismiss him/her at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

(cf. 4115 - Evaluation/Supervision)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral

turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from his/her duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

~~In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.~~

~~(cf. 4117.7 - Employment Status Reports)~~

Legal Reference:

EDUCATION CODE
44008 Effect of termination of probation
44009 Conviction of specified crimes
44010 Sex offense; definitions
44011 Controlled substance offense; definitions
44242.5 Reports and review of alleged misconduct
44425 Conviction of a sex or narcotic offense
44660-44665 Evaluation and assessment of performance of certificated employees
44830.1 Criminal record summary certificated employees
44929.21 Notice of reelection decision; districts with 250 ADA or more
44929.23 Reelection and dismissal of probationary employees; districts with ADA less than 250
44930-44988 Resignations, dismissal, and leave of absence
45055 Drawing of warrants for teachers
48907 Exercise of free speech, expression
48950 Speech and other communication
51530 Advocacy or teaching of communism
GOVERNMENT CODE
1028 Advocacy of communism
3543.2 Scope of representation
11505-11506 Hearing
HEALTH AND SAFETY CODE
11054 Schedule I; substances included
11055 Schedule II, substances included
11056 Schedule III, substances included
11357-11361 Marijuana
11363 Peyote
11364 Opium
11370.1 Possession of controlled substances with a firearm

PENAL CODE
187 Murder
291 School employees arrest for sex offense
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
11165.2-11165.6 Child abuse or neglect; definitions
CODE OF REGULATIONS, TITLE 5
80303 Reports of change in employment status
80304 Notice of sexual misconduct
COURT DECISIONS
Crowl v. Commission on Professional Competence, (1990) 225 Cal. App. 3d 334
Morrison v. State Board of Education (1969) 1 Cal.3d 214

Management Resources:
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007
WEB SITES
CSBA: http://www.csba.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: February 12, 2009 Half Moon Bay, California
revised: TBD

Cabrillo USD

Board Policy

Teacher Support And Guidance ~~Beginning Teacher Support/Induction~~

BP 4131.1
Personnel

~~Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Cabrillo USD has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.~~

~~The Governing Board recognizes that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater district retention of capable beginning teachers. The Superintendent or designee shall ensure that first- and second-year teachers receive guidance to help them make an effective transition into the teaching profession.~~

The Governing Board recognizes the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention. The Superintendent or designee shall develop a program of intensive professional development and consultation to help interns and beginning teachers apply their academic preparation more effectively in the classroom and to assist other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management.

(cf. 4112.21 - Interns)

The Superintendent or designee shall coordinate individualized teacher support and guidance activities developed pursuant to this policy with other district staff development programs and staff evaluation processes.

(cf. 4115 - Evaluation/Supervision)
(cf. 4131 - Staff Development)

Teachers may volunteer to participate in a teacher support and guidance program or may be referred to such services based on their performance evaluation.

Support providers shall be experienced certificated personnel who are knowledgeable about teacher development and needed competencies and have strong interpersonal and

communication skills. Support may include, but is not limited to, classroom observations, regular meetings with the support provider, and an individualized plan for professional development or coursework that takes into consideration the teacher's assignment and prior preparation and experience. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all participants.

The Superintendent or designee shall ensure the timely assignment of qualified support providers to participating teachers and for reassignment as needed. He/she shall also ensure that each support provider receives appropriate training to serve in a support capacity and is provided adequate time and resources to assist other teachers.

The district may provide a stipend to support providers in accordance with the collective bargaining agreement and district budget.

(cf. 3100 - Budget)
(cf. 4141/4241 - Collective Bargaining Agreement)

The performance of a participating teacher shall be monitored by the support provider, Superintendent or designee, and/or a panel of teachers and administrators in order to determine whether the teacher has met program goals and to make recommendations for follow-up support or employment action, as appropriate.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4117.6 - Decision Not to Rehire)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall regularly evaluate the district's teacher support and guidance programs and shall report to the Board regarding program effectiveness in meeting district goals for teacher quality and retention. Evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.

(cf. 0500 - Accountability)

Beginning Teacher Induction Program

The Superintendent or designee shall inform beginning teachers **who possess a preliminary credential** about induction programs **or other options** that are available to help them fulfill the requirements of the clear multiple subject, single subject, **or education specialist** credential pursuant to Education Code 44259.

(cf. 4112.2 - Certification)
~~*(cf. 4112.21 - Interns)*~~
~~*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~

~~District-Sponsored BTSA Induction Program~~

~~When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of~~

~~Public Instruction, the district may serve as a sponsor of an induction program. The program~~ **The district's beginning teacher induction program shall meet program standards adopted by the CTC and** shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

~~The Superintendent or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher, knowledgeable about beginning teacher development and needed competencies, and effective in interpersonal and communication skills. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants.~~

~~(cf. 4138 - Mentor Teachers)~~

~~The Superintendent or designee shall provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers.~~

~~Professional development provided to a beginning teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.~~

~~Subject to verification and approval of the Superintendent or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC-approved teacher preparation program. (Education Code 44279.1)~~

The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise ~~subsequent~~ individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's progress toward completion of clear credential requirements.

~~Performance assessments conducted as part of the induction program shall not be used for employment-related evaluations, as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)~~

~~*(cf. 4115 - Evaluation/Supervision)*~~
~~*(cf. 4117.4 - Dismissal)*~~

~~The Superintendent or designee shall conduct an annual evaluation of the induction program and shall report to the Board regarding its effectiveness in meeting induction program goals.~~

~~*(cf. 0500 - Accountability)*~~
~~*(cf. 9000 - Role of the Board)*~~

When the teacher has successfully completed the induction program, the Board shall recommend to the CTC that he/she be awarded a clear teaching credential.

Legal Reference:

EDUCATION CODE
44259 Credential requirements
44259.5 Standards for professional preparation programs
44275.4 Credential requirements, induction, out-of-state teachers
44325-44328 District interns
44450-44468 University interns
44830.3 Interns, professional development and guidance
CODE OF REGULATIONS, TITLE 5
80021 Short-term staff permit
80021.1 Provisional internship permit
80026.5 Orientation, guidance, and assistance for emergency permit holders
80033 Intern teaching credential
80055 Intern credential
80413 Credential requirements
80413.3 Credential requirements; teachers with out-of-state credentials
UNITED STATES CODE, TITLE 20
6601-6702 Preparing, training and recruiting high quality teachers and principals

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014
Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013
Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013
Multiple and Single Subject Induction Programs (program standards, preconditions, and language addressing the teaching of English learners), rev. January 2013
California Standards for the Teaching Profession, October 2009
WEB SITES
California Department of Education: http://www.cde.ca.gov
California Federation of Teachers: http:/www.cft.org
California Teachers Association: http://www.cta.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: TBD

Cabrillo USD
Board Policy
Bargaining Units ~~Personnel~~

BP 4140
BP 4240
BP 4340

Personnel

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.

2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually~~. or,~~ **For purposes other than negotiations and bargaining, such employees** may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~When represented by an employee organization, that organization shall not meet and negotiate with the district.~~ For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's

communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to Employee Orientations ~~and Contact Information~~

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor ~~shall he/she~~ disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or **of** any employee who provides **a** written request that the information

not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization

regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference:

EDUCATION CODE
45060-45061.5 Deduction of fees from salary or wage payment, certificated employees
45100.5 Senior management positions
45104.5 Abolishment of senior classified management positions
45108.5 Definition of senior classified management employees
45108.7 Waiver of provisions of 45108.5
45168 Deduction of fees from salary or wage payment, classified employees
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act, especially:
3540.1 Definitions
3543.4 Management position; representation
3545 Appropriateness of unit; basis
3550-3552 *Prohibition on public employers deterring or discouraging union membership*
3555-3559 Public employee communication, information and orientation
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6254.3 Disclosure of employee contact information to employee organization
6503.5 Joint powers agencies
53260-53264 Employment contracts
CODE OF REGULATIONS, TITLE 8
33015-33490 Recognition of exclusive representative; proceedings
33700-33710 Severance of established unit
34020 Petition to rescind organizational security arrangement
34055 Reinstatement of organizational security arrangement
COURT DECISIONS
Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448
Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083
County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905
PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS
City of Sacramento, (2019) PERB Dec. No. 2702m
East Whittier School District, (2004) PERB Dec. No. 1727

Management Resources:

WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Public Employment Relations Board: http://www.perb.ca.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: February 8, 2018
revised: November 8, 2018
revised: TBD

Cabrillo USD

Board Policy

Courses Of Study

BP 6143
Instruction

The Governing Board recognizes that a well-aligned sequence of courses fosters academic ~~progress~~ **growth** and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful ~~in school, college, and the workplace~~ **academically, professionally, and personally**.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, ~~he/she also~~ **the Superintendent or designee** shall work with representatives of appropriate area districts **and postsecondary institutions** to ensure articulation of courses ~~between elementary and secondary schools~~ **with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.**

The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR 4940)

(cf. 0415 - Equity)
(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students ~~in secondary~~ **in grades 7-12** a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

~~The Superintendent or designee shall ensure that all otherwise qualified students have a timely opportunity, within the four years before graduation, to enroll in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation from high school. (Education Code 51228)~~

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6141.5 - Advanced Placement)
(cf. 6146.1 - High School Graduation Requirements)
~~(cf. 6162.52 - High School Exit Examination)~~
(cf. 6178 - Career Technical Education)

In addition, the course of study for ~~high school~~ students **in grades 9-12** shall include instruction in skills and knowledge for adult life, career technical training, **and a timely opportunity for all otherwise qualified students to enroll, within four years** ~~before graduation~~**, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation**. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses **that meet California college admission criteria (referred to as "a-g" course requirements)** are submitted to the University of California for review and certification ~~in order to meet university admission criteria~~. ~~He/she~~ **The Superintendent or designee** shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to ~~each~~ **all** student**s** in grades 9-12 **and their parents/guardians**, and shall make updated lists readily available. (Education Code 51229, 66204)

~~At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)~~

~~1. A brief explanation of the college admission requirements~~

~~2. A list of the current UC and California State University (CSU) web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU~~

~~3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)~~

~~4. The Internet address for the portion of the web site of the CDE where students can learn more about career technical education~~

~~5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses~~

~~(cf. 5145.6 - Parental Notifications)~~
~~(cf. 6164.2 - Guidance/Counseling Services)~~

Legal Reference:

EDUCATION CODE
33319.3 Driver education; CDE materials on road rage
33540 Government and civics instruction in interaction with government agencies
48980 Parental notifications
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51204 Course of study designed for student's needs
51204.5 Social science instruction; history of California; contributions of various groups
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51241 Exemption from physical education
51911-51921 Comprehensive health education
51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction
51940 Curriculum for brain and spinal cord injury prevention
60040-60052 Requirements for instructional materials
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
*11032 Definition**s** of dangerous drugs*
CODE OF REGULATIONS, TITLE 5
4940 Nondiscrimination; course access
*10020-~~10049~~ **10043** Automobile driver education and training*
10060 Physical education program
UNITED STATES CODE, TITLE 20
*~~6101~~ **6111**-6251 School-to-Work Opportunities Act of 1994*

Management Resources:

WEB SITES
CSBA: http://www.csba.org
American Health Association: https://www.heart.org
American Red Cross, Hands-Only CPR: https://www.redcross.org/take-a-class
California Career Resource Network: http://www.californiacareers.info
California Colleges.edu: http://www.californiacolleges.edu
California Department of Education: https:// www.cde.ca.gov
California State University, Admission Requirements: http://www.csumentor.edu/planning/high_school
University of California, a-g Course Submissions: ~~http://www.ucop.edu/a-gGuide/ag/course_submissions~~ **https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses**
University of California, List of Approved a-g Courses:
~~http://www.universityofcalifornia.edu/admissions/freshman/requirements~~ **https://hs-articulation.ucop.edu/agcourselist**

Policy adopted: December 11, 2008 CABRILLO UNIFIED SCHOOL DISTRICT Half Moon Bay, California
revised: TBD

Cabrillo USD

Board Policy

Placement In Mathematics Courses

BP 6152.1
Instruction

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or ~~a~~ fulfilling career**s**. ~~To the extent possible, d~~**D**istrict students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

(cf. 6141.5 - Advanced Placement)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop **a well-articulated sequence of mathematics courses and** consistent protocols for placing students in mathematics courses offered at district high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, **statewide mathematics assessments, including state** interim and summative assessments~~,~~**;** placement tests that are aligned to state-adopted content standards in mathematics~~,~~**;** classroom assignment and grades~~,~~**;** and report cards. **(Education Code 51224.7)**

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)

District staff shall implement the placement protocols uniformly and without regard to students' ~~race, sex, gender, nationality, ethnicity,~~ socioeconomic background~~,~~ or ~~other subjective or discriminatory consideration in making placement decisions~~ **any characteristic specified in BP 0410 - Nondiscrimination in District Programs and Activities, including, but not limited to,** race, sex, gender, nationality, and ethnicity.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 6174 - Education for English Learners)

~~Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.~~

~~When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.~~

The placement protocols shall ~~specify a time~~ **provide for at least one reevaluation** within the first month of the school year ~~when students shall be reevaluated~~ to ensure that ~~they~~ **students** are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.

~~Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.~~

~~*(cf. 5123 - Promotion/Acceleration/Retention)*~~

~~District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.~~

~~*(cf. 0410 - Nondiscrimination in District Programs and Activities)*~~

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

(cf. 4131 - Staff Development)

~~Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.~~

~~This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)~~

~~*(cf. 1113 - District and School Web Sites)*~~

~~Annually, t~~**T**he Board and the Superintendent or designee shall **annually** review student data related to placement ~~and advancement~~ in ~~the~~ mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not **being** held back in a disproportionate manner on the basis of ~~their race, ethnicity, gender, or socioeconomic background~~ **any subjective or discriminatory basis, and shall develop strategies**~~. The Board and Superintendent shall also consider appropriate recommendations~~ for removing any identified barriers to students' access to mathematics courses. **The Superintendent or designee shall also report on the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University.**

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48070.5 Promotion and retention; required policy
51220 Areas of study, grades 7-12
51224.5 Completion of Algebra I or Mathematics I
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
52060-52077 Local control and accountability plan
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards
60640-60649 California Assessment of Student Performance and Progress

Management Resources:
CSBA PUBLICATIONS
Math Misplacement, Governance Brief, September 2015
~~*Governing to the Core, Governance Briefs*~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013
California Common Core State Standards: Mathematics, January 2013
COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS
Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards
LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)
*Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes**, 2013***
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Common Core State Standards Initiative: http://www.corestandards.org/math
Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): http://www.lccr.com
Northwest Evaluation Association, Measures of Academic Progress: http://www.nwea.org
University of California, Mathematics Diagnostic Testing Project: http://mdtp.ucsd.edu

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: February 11, 2016 Half Moon Bay, California
revised: TBD

Cabrillo USD

Board Bylaw

Board Training ~~Board Development~~

BB 9240
Board Bylaws

~~Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools.~~ **The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools.** ~~The Board recognizes that its members need training~~ **Board members shall be provided sufficient opportunities for professional development** that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually~~.~~ **for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.**

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

~~All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.~~

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

~~*(cf. 9230 - Orientation)*~~
(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Legal Reference:
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting

Management Resources:
CSBA PUBLICATIONS
Professional Governance Standards for School Boards
WEB SITES
CSBA: http://www.csba.org
California County Boards of Education: http://www.theccbe.org
National School Boards Association: http://www.nsba.org

Bylaw CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: TBD

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: February 11, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Adoption of Proclamation Endorsing March as Women's History Month

BACKGROUND INFORMATION

Women's History Month celebrates the significant contributions of women to the history and progress of the United States and the State of California**.** Women have made distinct and important contributions to California, the United States, and the rest of the world in many fields, but this history has not been taught and understood despite the crucial importance of women to our society. Tonight staff present a proclamation endorsing March as Women's History Month for Governing Board approval to acknowledge and appreciate the many important contributions of women to the Coastside, California, the United States, and the world at large. In so doing, CUSD aims to honor, remember, and give thanks to women for their fundamental contributions to all of us.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Adopt Proclamation Endorsing March as Women's History Month.

CABRILLO UNIFIED SCHOOL DISTRICT
HALF MOON BAY, CALIFORNIA

PROCLAMATION

Women's History Month
March 2021

Whereas, American women of every race, class, and ethnic background have made historic and significant contributions to the growth and strength of our nation and state in countless recorded and unrecorded ways; and

Whereas, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the nation and our state by constituting a significant portion of the labor force working inside and outside of the home; and

Whereas, American women have played a unique role throughout our history by providing the majority of the volunteer labor force of the nation and state; and

Whereas, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our nation and state; and

Whereas, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

Whereas, American women have served our country courageously in the military; and

Whereas, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

Whereas, despite these contributions, the role of American women has been consistently overlooked and undervalued in the literature, teaching, and study of American history; and

Whereas, since 1987 the United States Congress has passed a resolution annually to proclaim March as Women's History Month in order to recognize these many crucial contributions; and

Whereas, Cabrillo Unified School District and the Coastside community also recognize the importance of understanding the history of this area, particularly with regard to honoring the significant and longstanding contributions women have made in this Nation and in California;

Now, therefore, be it proclaimed by the Governing Board of Cabrillo Unified School District that March is designated as Women's History Month and that CUSD calls upon the schools, staff, students, and families of the Coastside to observe March as Women's History Month by celebrating and recognizing the countless contributions made by women throughout history.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 11th day of February, 2021, by the following vote:

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

Certified by:

_____

Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____

Sean McPhetridge, Ed.D.
Secretary to the Governing Board
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: February 11, 2021
TO: Members of the Governing Board
FROM: Martha Ladd, Director of Educational Support Services
CATEGORY: Information
ITEM TITLE: Comprehensive Coordinated Early Intervention Services Plan Report

BACKGROUND

Cabrillo Unified School District's Governing Board will receive a report on the district's significant disproportionality in the identification of Latino boys for special education under the eligibility of specific learning disability and the Comprehensive Coordinated Early Intervention Services Plan (CCEIS) to address this significant disproportionality.

FISCAL ANALYSIS

The budget to support the CCEIS plan is from a 15% funds transfer from IDEA grants 611 and 619.

RECOMMENDATION

This item is presented for information.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Comprehensive Coordinated Early Intervening Services Plan and Significant Disproportionality

February 14, 2021

Martha Ladd

Director Educational Support Services

Blueprint for Student Support

1. What is Significant Disproportionality in Special Education?
2. What is a Comprehensive Coordinated Early Intervening Services Plan (CCEIS)?
3. How does this relate to CUSD?

Significant Disproportionality Defined

The California Department of Education (CDE) can identify a district as being significantly disproportionate based on the overrepresentation of a racial or ethnic group in the following categories:

- Special education in general;
- The identification of children in specific disability categories;
- The placement of children with disabilities in particular educational settings;
- Disciplinary actions, including suspensions and expulsions.

General Examples (not actual examples from CUSD):

1. **Disability Category:** >Black students identified as eligible for special education at greater ratio than their total representation in the district.
   >White students identified with Autism
2. **Placement of children with disabilities in particular educational settings:** Latino students <50% of time in General Education setting.
3. **Discipline (referrals, suspensions, and expulsions):** Native American students with a disproportionate suspensions ratio based on total representation in the district.

What Is A CCEIS Plan?

1. Simply put, a CCEIS plan is a district's response to remediating their area of Significant Disproportionality.
2. 15% of IDEA grant funds (category 611 and 619) are used to address factors contributing to significant disproportionality.
3. Activities developed in the plan are for students **who currently receive special education services** and **those who do not** but who need additional academic and behavioral supports to succeed in the general education environment.

Significant Disproportionality, CCEIS and CUSD

CUSD Identified for Significant Disproportionality

- Significant disproportionality is determined if the district has been identified as disproportionate for the same race or ethnicity in the current year and in two of the three previous years.
- Cabrillo was identified for significant disproportionality under Element 10: Disproportionate representation by disability.
- ***CUSD is found significantly disproportionate in identifying Hispanic boys eligible for special education under the category of specific learning disability*.**

CCEIS Plan Development and Implementation

- **Phase I** - Identify Leadership Team and Stakeholder Team, gather relevant data, contract with plan facilitator, and engage with State's technical assistance team.
- **Phase II** - Data discovery and root cause analysis - There are several activities including programmatic self assessment, initiative inventory, and reflective data analysis.
- **Phase III** - Plan for improvement: Review of policies, practices, and procedures. Development of programmatic improvement plan.

Our Root Causes And Supporting Data

- While several root causes emerged during the reflective data analysis, our stakeholder group identified two root causes that offered the greatest opportunity for programmatic improvement.
- **Root Cause I:** A systemic challenge in determining if slow academic progress is due to language acquisition development or a disability.
  - At the high school, 53% of our Sig Dis group was identified as eligible for special education in PK-3rd grade, and 85% of this group was identified in elementary school.
  - Currently in the elementary schools, 76% of Hispanic students identified for special education under specific learning disability were identified prior to 3rd grade. 100% of language learners in this category have not been reclassified.

Root Cause continued...

- **Root Cause II:** Student Study Team practice is inconsistently linked to MTSS, RTI, PBIS tiered supports, and action plans.
  - Turnover at sites has resulted in inconsistent transfer of SST coordinator duties, processes, and procedures.
  - Development of interventions, action plans, and support plans to document and collect data are inconsistent across schools.
  - There is no mechanism for overseeing and reviewing SST protocols and procedures by school site.

Our Activities to Address Significant Disproportionality Root Cause I:

- **Universal Screening:** Assessing our target group with a universal screener (Acadience)
- **Progress Monitoring:** Consistent use of embedded assessments in our multisensory structured language program
- **Professional Development**: Ongoing training, coaching, and material support in both Integrated ELD and Designated ELD. This will include Wilson Language Basics: Fundations to ensure fidelity to the program and the data collection process.

Our Activities to Address Significant Disproportionality Root Cause II:

- Development and training in the Intervention Pathways for in-person and distance learning across the following domains: Academics, social emotional learning, PBIS, and behavior
- Review and revision of District SST process and supporting documents
- Ongoing training and implementation of the Patterns of Strength and Weakness Framework for use in analyzing assessments used in determining eligibility for special education
- Revision and adoption of Board policy for SST Guidelines and Process

Our Budget:

- Our District must reserve 15% of IDEA grant funds for the purpose of supporting the activities in the CCEIS plan.
- The activities must focus on academic and behavioral instructional services and professional development.
- Funds must be exhausted in the 27-month budget period.

Phase IV- Implementing, Evaluating, Sustaining

- Final approval of our CCEIS plan by the CDE.
- Spring 2021: Preparations for universal screening in the Fall 2021.
- Spring 2021: Gather current documentation and processes for SST.
- Spring 2021: PD for School Psychologists and Ed Specialists in PSW Framework.
- Summer 2021: Develop timeline for review and revision of Intervention process.
- Fall 2021: Identify target group based on universal screening data.
- Fall 2021: Implement Fundations with target population in up to two settings.
- Ongoing in Fall 2021: Professional development opportunities in Fundations program.
- Fall 2021: Utilize intervention pathways for use with COST and SST process in development of action plans for students.
- Winter 2021-22: Prepare policy revisions for Board approval.
- Regular review of data across all activities.

Questions?

Thank you!

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
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MEMORANDUM

MEETING DATE: February 11, 2021
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
J Jesus Contreras, Chief Business Officer
CATEGORY: Information
ITEM TITLE: Update on CUSD's Opening of Schools Plan

BACKGROUND

Cabrillo Unified School District's Governing Board will receive an update and overview of our Opening of Schools Plan Phase III, including our middle and high school Opening of School Plans. Please know the Opening of Schools board presentation will be updated prior to the board meeting on February 11, 2021.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information. Once SMCOE approves our middle and high school Opening of School Plans, 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 Governing Board Update

Governing Board Meeting

February 11, 2021

AGENDA

I. Opening of Schools Steering Committee/Task Force Updates
   A. Secondary Opening of School Plan
   B. Elementary OS Task Force Recommendations
   C. COVID-19 Risk Status
II. Staff and Student In-Person vs Remote Overview
III. Student and Staff Symptom Checker Updates
IV. Classroom Readiness
V. Next Steps

Opening of Schools: Task Force Updates

Secondary Schools

Cunha Intermediate School

James Barnes, Principal

Ben Bartel, Assistant Principal

Middle School Opening of School Plan Update

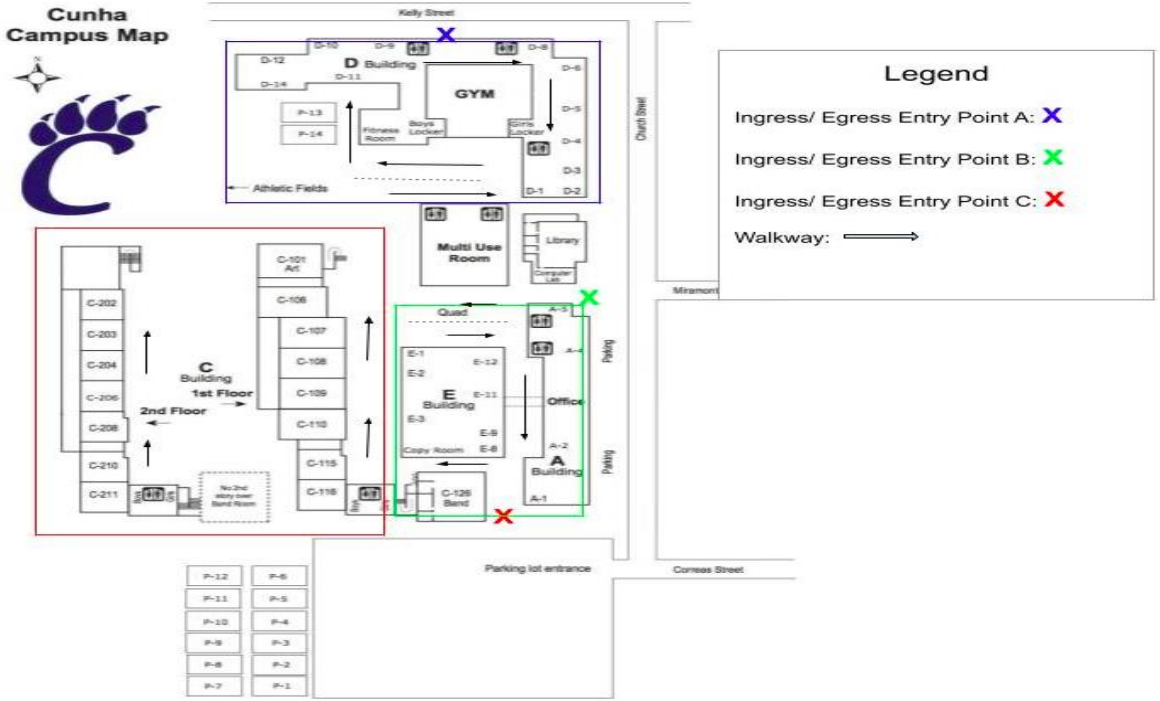
- Currently in Phase II with small learning pods for at-promise students as well as limited athletic conditioning through Boys and Girls Club of the Coastside.
- Phase III: Hybrid in-person schedule with cohorts of students attending bi-weekly (Mon, Tues/ Thurs, Fri)
- Phase IV: All students on campus

Middle School Opening of School Plan Bell Schedule

Cunha Intermediate Phase 3 Schedule Revision Proposal 1/29/2021

Monday & Tuesday: Group A / Thursday and Friday: Group B					Wednesday	Collaboration Schedule: Alternating Tuedays/Thursdays				
Period	In-Person Group			At-Home Group		Period	In-Person			
0 Period	7:44-8:25 41 min.					0 Period	7:44-8:25 41 mins.			
1st Period	8:30-9:13 43 min.					1st Period	8:30-9:04 34 mins.			
2nd Period	9:18-10:01 43 min.					2nd Period	9:09-9:44 34 mins.			
Break	10:01-10:13 12 min.					Break	9:49-9:57 12 min.			
3rd Period	10:18-11:01 43 min.					3rd Period	10:02-10:36 34 mins.			
4th Period	11:06-11:49 43 min.					4th Period	10:41 - 11:16 34 mins.			
Lunch (6th Grade)	11:49-12:24 35 min.	5th Period (7th & 8th)	11:54-12:37 43 min.	*Students: Independent (Digital Asynchronous)*	*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	Lunch (6th Grade)	11:16-11:51 35 mins.	5th Period (7th & 8th)	11:21-11:55 34 mins.	
6th Grade Spirit Announcements	12:29-12:41 12 min. Overlap 12:37-12:41 4 mins.	7th/8th Spirit Announcements	12:37-12:49 12 min. Overlap 12:37-12:41 4 mins.			6th Grade Spirit Announcements	11:56-12:06 10 mins. Overlap 11:56- 12:05 9 mins.	7th/8th Spirit Announcements	11:55-12:05 10 mins. Overlap 11:56-12:05 9 mins.	
5th Period (6th Grade)	12:41-1:24 43 min.	Lunch (7th & 8th)	12:49-1:24 35min.			5th Period (6th Grade)	12:06-12:40 34 mins.	Lunch (7th & 8th)	12:05-12:40 35 mins	
6th Period	1:29-2:12 43 min.					6th Period	12:45 - 1:19 34 mins.			
7th Period	2:17-3:00 43 min.					7th Period	1:24 - 1:58 34 mins.			

Middle School Opening of School Ingress/Egress Plan



Opening of Schools: Task Force Updates

Secondary Schools

Half Moon Bay High School

John Nazar, Principal

Deanna Tower, Assistant Principal

Andrew Boysen, Assistant Principal

High School Opening of School Plan Task Force

- Participants:
  - John Nazar, Principal
  - Deanna Tower, Assistant Principal
  - Andrew Boysen, Assistant Principal
  - Joseph Centoni, Teacher
  - Hannah Carney, Teacher
  - Nancy Damarodas, Paraprofessional
  - Marsenne Kendall, Teacher
  - Michael Muramoto, Counselor
  - Traci Yerby, Teacher
  - Meta Townsley, Parent

Meeting Dates HMBHS OS Task Force and Related Meetings

- **6/24/2020**: OS Secondary Administration (Cunha/HMBHS)
- **7/6/2020**: HMBHS OS Task Force
- **7/21/2020**: HMBHS OS Task Force
- **7/24/2020**: HMBHS Site Admin. OS Meeting
- **11/6/2020**: HMBHS OS Task Force
- **11/9/2020**: HMBHS OS Task Force
- **11/16/2020**: HMBHS OS Task Force
- **11/13/2020**: HMBHS/District Office Walkthrough
- **11/23/2020**: HMBHS OS Task Force
- **11/30/2020**: HMBHS OS Task Force
- **12/7/2020**: HMBHS OS Task Force
- **1/6/2021**: HMBHS/District Office Walkthrough
- **1/25/2021**: HMBHS OS Task Force
- **2/8/2021:** HMBHS OS Task Force

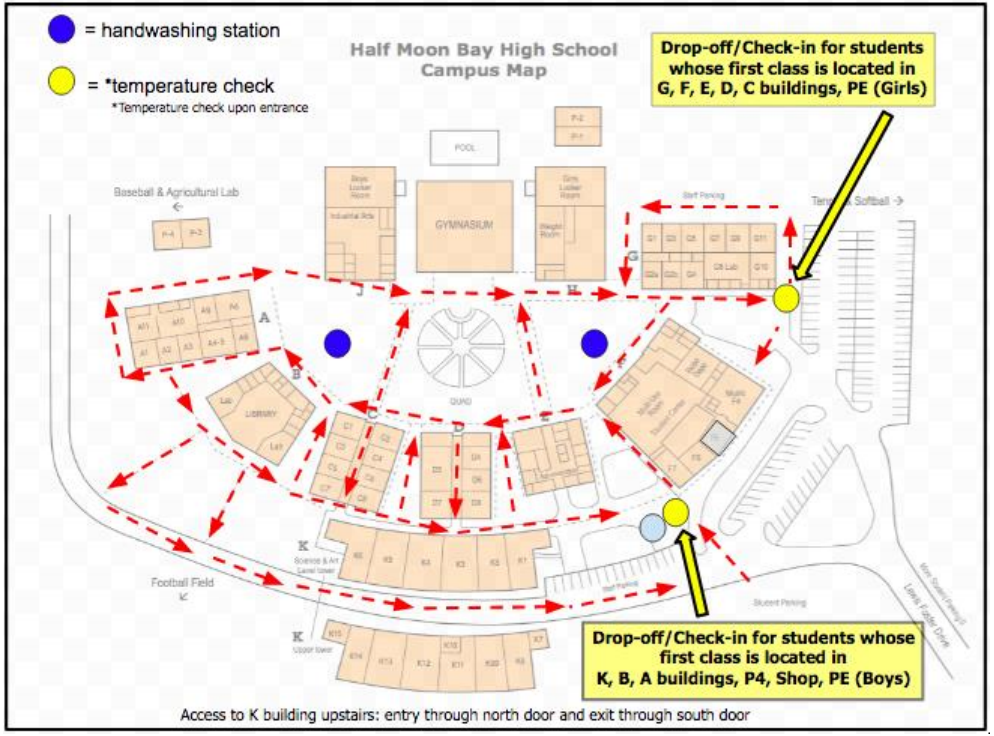
High School Opening of School Plan Update

- Task Force Study:
  - Gathering information from CDC, CDPH, State, County, OSHA guidelines
  - Gathering information and studying return to in-person plans from other school districts and sites
  - Consulted with CUSD leadership about logistical, staffing, and material support (PPE) to measure the feasibility of different plans

High School Opening of School Plan Update

- Phase I
  - 100% Remote Learning
- Phase II:
  - Remote Learning with small groups on campus
- Phase III: Hybrid In-Person Learning
  - A and B Cohorts
  - Block schedule with Asynchronous Wednesdays
- Phase IV: 100% In-Person Learning

High School Opening of School Ingress/Egress Plan



High School Opening of School Plan Update

Modifications to Phase II:

- Phase II A (current phase):
  - 100% Remote Learning
  - Academic Support pod, Special Education pod, and limited Athletics

- **Phase II B:**
  - 100% Remote Learning
  - Extended Academic Support pods, small group activities in-person, encouraging social peer interaction, and extended Athletics

High School Phase II B Bell Schedule

HMBHS Phase II B: Extended Academic/SEL Support					
	Synchronous Instruction Days: Students at Home		Asynchronous	Synchronous Instruction Days: Students at Home	
	Mon	Tues	Wed	Thurs	Fri
8 - 8:50am	1st Period		*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	1st Period	
9:00 - 9:50am	3rd Period	2nd Period	*Small Pod #1: On-Campus Academic Support supervised by staff*	3rd Period	2nd Period
10:00 - 11:00am	5th Period	4th Period		5th Period	4th Period
11:10am - 12:00pm	7th Period	6th Period		7th Period	6th Period
12:00m - 12:30pm	**Lunch Break**				
12:30 - 3:30pm	*Teachers: digital check-ins with students, provide feedback on remote work, planning* ***In-person, social opportunities with students*** *(small groups, clubs)* *Students: Independent (Asynchronous)*		*Small Pod #2: On-Campus Academic Support supervised by staff*	*Teachers: digital check-ins with students, provide feedback on remote work, planning* ***In-person, social opportunities with students*** *(small groups, clubs)* *Students: Independent (Asynchronous)*	
3:30pm+	Athletics				

Opening of Schools: Task Force Updates

Elementary Schools

Opening of Schools Updates

- Elementary Task Force Updates
  - TK-5 Educators completed survey to determine best instructional program
  - Send T-5 parent survey for instructional program recommended by our TK-5 educators
  - Send TK-5 parents a survey to determine if they will return in-person or stay remote with current COVID19 Risk Status and instructional program recommendation

MODEL 3: AM/PM Cohorts (Original TK/K Model)

Groups	Monday	Tuesday	Wednesday Asynchronous TK/K=180 min 1st-3rd=230 min 4th-5th=240	Thursday	Friday
Cohort A (morning)	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Asynchronous (No Zoom interaction with Teacher or class)	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min
Cohort B (afternoon)	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Asynchronous (No Zoom interaction with Teacher or class)	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min	Half Day (2.5 hrs) + *asynchronous work* 1st-3rd=80 min 4th-5th=90 min

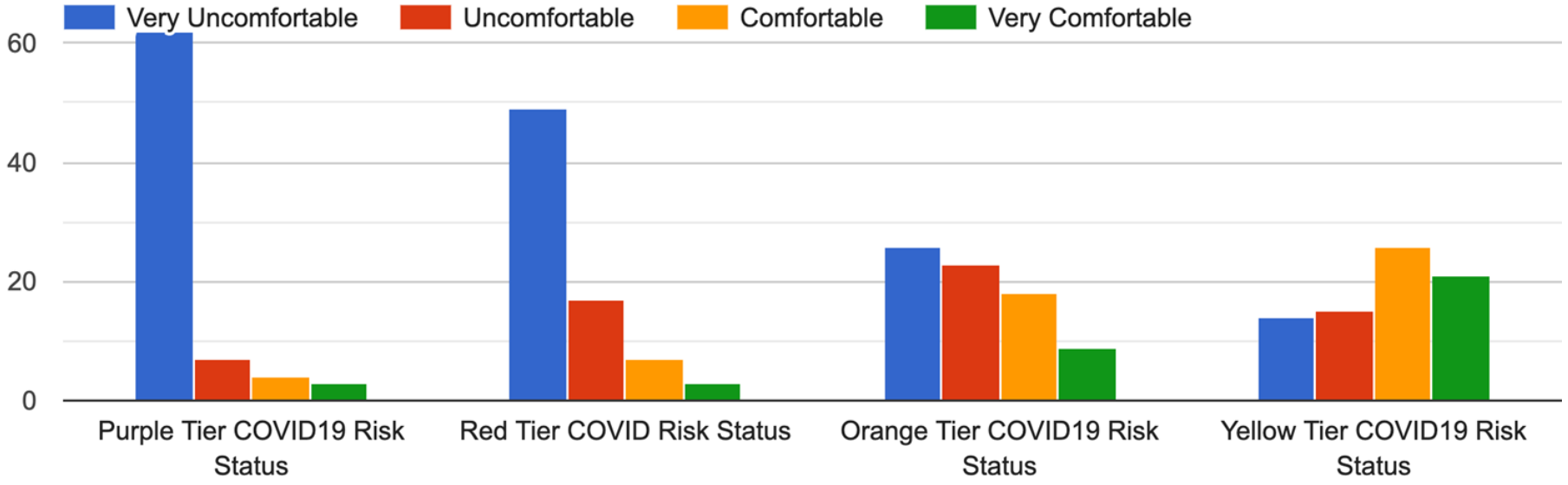
Opening of Schools Updates

- Complete TK-5th grade classroom set-up
- Additional learning pods were established at El Granada, Farallone View, and Kings Mountain
- Continued Vaccine updates
- Increase communication to families regarding OSSC recommendations
- Applied for grant funding to support additional learning pods

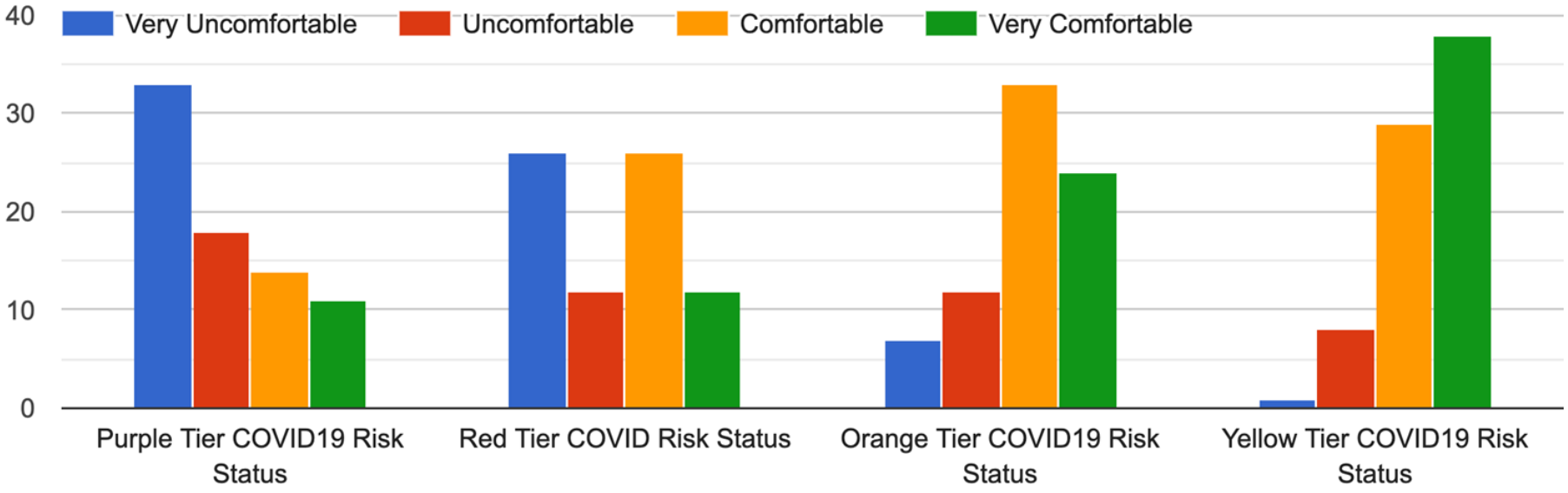
Elementary Task Force Survey Results

Leticia Bhatia, Assistant Superintendent of Curriculum & Instruction

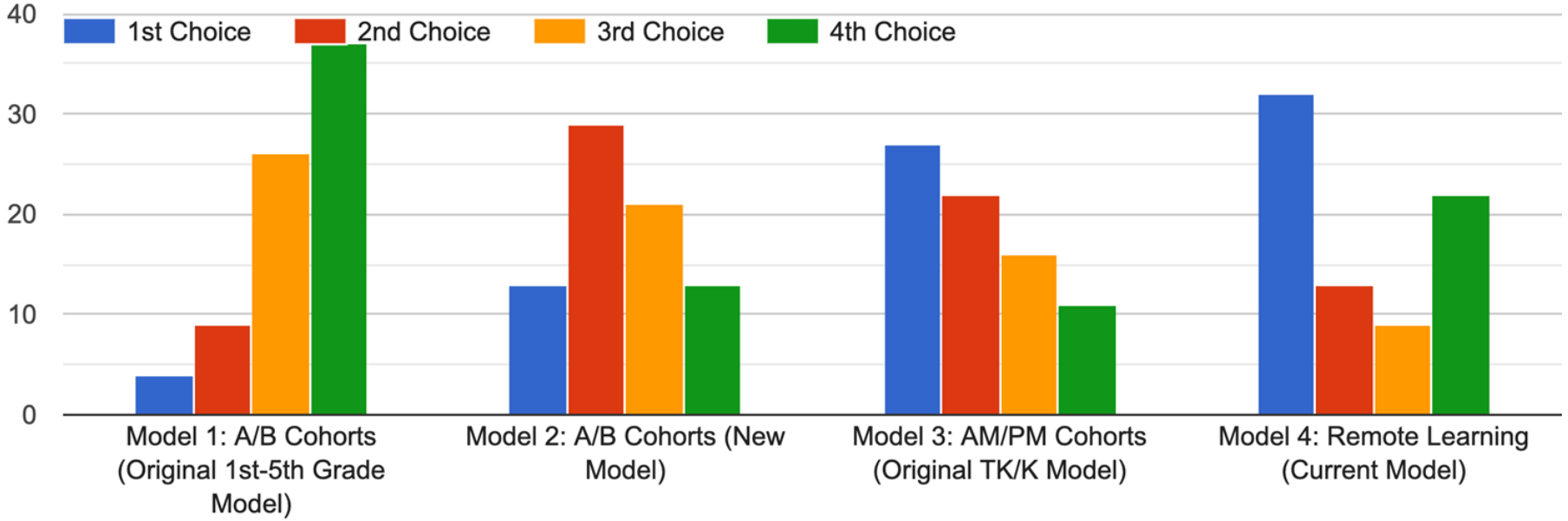
Please select your comfort level of returning in the following COVID19 Risk Levels, WITHOUT A VACCINE.



Please select your comfort level of returning in the following COVID19 Risk Levels WITH A VACCINE.



Please rate your preference for an elementary instructional model once we reopen for In-Person Hybrid Instruction. Please note: regardless of...T BELOW FOR CLARIFICATION ON THE MODEL TYPES.



COVID-19 Risk Status Return (OS Elementary Task Force)

	EL GRANADA (16 Core Teachers)	FARALLONE VIEW (8 Core Teachers)	HATCH (25 Core Teachers)	KINGS MOUNTAIN (3 Core Teachers)
WITHOUT A VACCINE. [PURPLE Tier COVID19 Risk Status]	15-Very Uncomfortable 1-Comfortable	7-Very Uncomfortable 1-Uncomfortable	16-Very Uncomfortable 3-Uncomfortable 1-Comfortable	2-Very Uncomfortable 1-Uncomfortable
WITHOUT A VACCINE. [RED Tier COVID19 Risk Status]	15-Very Uncomfortable 1-Uncomfortable 1-Comfortable	5-Very Uncomfortable 3-Uncomfortable	13-Very Uncomfortable 7-Uncomfortable 2-Comfortable	2-Very Uncomfortable 1-Uncomfortable
WITHOUT A VACCINE. [ORANGE Tier COVID19 Risk Status]	6-Very Uncomfortable 8-Uncomfortable 2-Comfortable	1-Very Uncomfortable 2-Uncomfrotable 5-Comfortable	9-Very Uncomfortable 9-Uncomfortable 4-Comfortable 1-Very Comfortable	1-Very Uncomfortable 1-Uncomfortable 1-Comfortable
WITHOUT A VACCINE. [YELLOW Tier COVID19 Risk Status]	6-Very Uncomfortable 5-Uncomfortable 4-Comfortable 1-Very Comfortable	3-Very Comfortable 4-Comfortable 1-Uncomfortable	5-Very Uncomfortable 2-Uncomfortable 13-Comfortable 3-Very Comfortable	1-Very Uncomfortable 1-Uncomfortable 1-Very Comfortable
WITH A VACCINE. [PURPLE Tier COVID19 Risk Status]	8-Very Uncomfortable 4-Uncomfortable 1-Comfortable 3-Very Comfortable	3-Very Uncomfortable 5-Uncomfortable	11-Very Uncomfortable 6-Uncomfortable 3-Comfortable 3-Very Comfortable	1-Very Uncomfortable 2-Uncomfortable
WITH A VACCINE. [RED Tier COVID19 Risk Status]	8-Very Uncomfortable 1-Uncomfortable 4-Comfortable 3-Very Comfortable	3-Very Uncomfortable 2-Uncomfortable 3-Comfortable	8-Very Uncomfortable 4-Uncomfortable 8-Comfortable 3-Very Comfortable	1-Very Uncomfortable 1-Uncomfortable 1-Comfortable
WITH A VACCINE. [ORANGE Tier COVID19 Risk Status]	2-Very Uncomfortable 2-Uncomfortable 8-Comfortable 4-Very Comfortable	2-Uncomfortable 4-Comfortable 2-Very Comfortable	1-Very Uncomfortable 6-Uncomfortable 11-Comfortable 5-Very Comfortable	1-Very Uncomfortable 1-Comfortable 1-Very Comfortable
WITH A VACCINE. [YELLOW Tier COVID19 Risk Status]	3-Uncomfortable 7-Comfortable 6-Very Comfortable	1-Uncomfortable 4-Comfortable 3-Very Comfortable	1-Uncomfortable 12-Comfortable 10-Very Comfortable	1-Very Uncomfortable 1-Comfortable 1-Very Comfortable

Elementary Program Preference (OS Elementary Task Force)

	TK/K (11 Core Teachers)	1st (8 Core Teachers)	2nd (10 Core Teachers)	3rd (9 Core Teachers)	4th (8 Core Teachers)	5th (8 Core Teachers)
Model 1: A/B Cohorts (Original 1st-5th Grade Model)	4-4th Choice 6-3rd Choice 1-2nd Choice	5-4th Choice 2-3rd Choice	8-4th Choice 1-3rd Choice	4-4th Choice	3-4th Choice 3-3rd Choice 1-2nd Choice 1-1st Choice	5-4th Choice 2-3rd Choice 1-1st Choice
Model 2: A/B Cohorts (New Model)	4-4th Choice 6-3rd Choice 1-2nd Choice	2-3rd Choice 5-2nd Choice 1-1st Choice	1-4th Choice 4-3rd Choice 2-2nd Choice 2 1st-Choice	4-3rd Choice	3-4th Choice 4-2nd Choice 2-1st Choice	2-4th Choice 1-3rd Choice 5-2nd Choice
Model 3: AM/PM Cohorts (Original TK/K Model)	1-3rd Choice 3-2nd Choice 7-1st Choice	2-4th Choice 3-3rd Choice 2-2nd Choice 1-1st Choice	1-4th Choice 1-3rd Choice 5-2nd Choice 2-1st Choice	4-2nd Choice	1-4th Choice 2-3rd Choice 5-1st Choice	1-4th Choice 3-3rd Choice 5-1st Choice
Model 4: Remote Learning (Current Model)	6-4th Choice 2-2nd Choice 3-1st Choice	1st-Choice 2-4th Choice	1-4th Choice 2-3rd Choice 6-1st Choice	4-1st Choice	1-4th Choice 3-3rd Choice 3-2nd Choice 1-1st Choice	1-4th Choice 3-3rd Choice 3-2nd Choice 2-1st Choice

COVID19 Risk Status

CA Blueprint for a Safer Economy

Leticia

CURRENT STATISTICS

County risk level	Adjusted case rate* 7-day average of daily COVID-19 cases per 100K with 7-day lag, adjusted for number of tests performed	Positivity rate** 7-day average of all COVID-19 tests performed that are positive	
		Entire county	Health equity quartile
WIDESPREAD Many non-essential indoor business operations are closed	More than 7.0 Daily new cases (per 100k)	More than 8.0% Positive tests	
SUBSTANTIAL Some non-essential indoor business operations are closed	4.0 – 7.0 Daily new cases (per 100k)	5.0 – 8.0% Positive tests	5.3 – 8.0% Positive tests
MODERATE Some indoor business operations are open with modifications	1.0 – 3.9 Daily new cases (per 100k)	2.0 – 4.9% Positive tests	2.2 – 5.2% Positive tests
MINIMAL Most indoor business operations are open with modifications	Less than 1.0 Daily new cases (per 100k)	Less than 2.0% Positive tests	Less than 2.2% Positive tests

San Mateo County

Bay Area Region

Eligible to exit Regional Order effective 1/25/2021

Was placed on Regional Stay Home Order 12/17/2020 11:59 PM

2/9/2021

COUNTY RISK LEVEL

Widespread*

Many non-essential indoor business operations are closed

COUNTY METRICS

25.4 New COVID-19 cases per day per 100K

15.4 Adjusted case rate for tier assignment

3.8% Positivity rate (7-day average)

6.5% Health equity quartile positivity rate

3 weeks prior	2 weeks prior	1 week prior	Current
1/19	1/26	2/2	2/9
Widespread	Widespread	Widespread	Widespread

*See California Blueprint Data Chart for tier determination



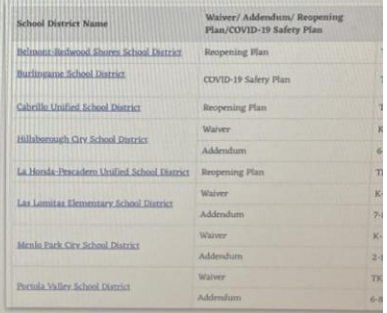
ADJUSTED CASE RATE

IN SAN MATEO COUNTY

- 21 % of public schools are open
- 69 % of private schools are open

Districts - In-Person Instruction

- Burlingame
- Hillsborough City
- La Honda-Pescadero Unified
- Las Lomitas Elementary
- Menlo Park City
- Portola Valley
- Redwood City
- SMCOE
- Woodside Elementary



School District Name	Waiver/ Addendum/ Reopening Plan/COVID-19 Safety Plan
Belmont-Redwood Shores School District	Reopening Plan
Burlingame School District	COVID-19 Safety Plan
Cabrillo Unified School District	Reopening Plan
Hillsborough City School District	Waiver
	Addendum
La Honda-Pescadero Unified School District	Reopening Plan
Las Lomitas Elementary School District	Waiver
	Addendum
Menlo Park City School District	Waiver
	Addendum
Portola Valley School District	Waiver
	Addendum

Districts - Approved Plans

- Bayshore
- Belmont-Redwood Shores
- Cabrillo Unified
- San Carlos
- San Mateo Foster City

Districts - Plans in review

- Brisbane Elementary
- Ravenswood City
- San Bruno Park

Staff and Parent

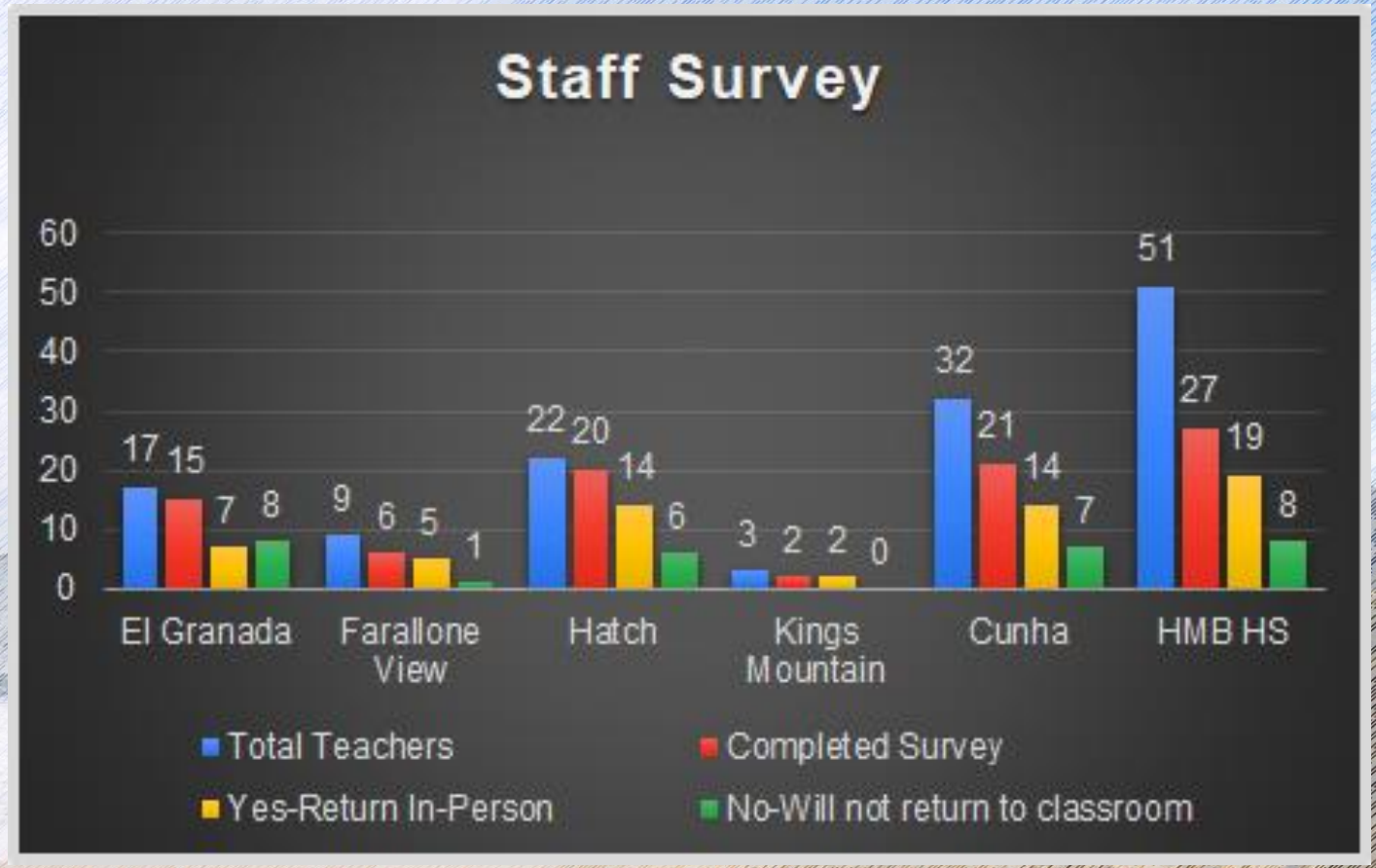
In-Person vs Remote

Survey Results

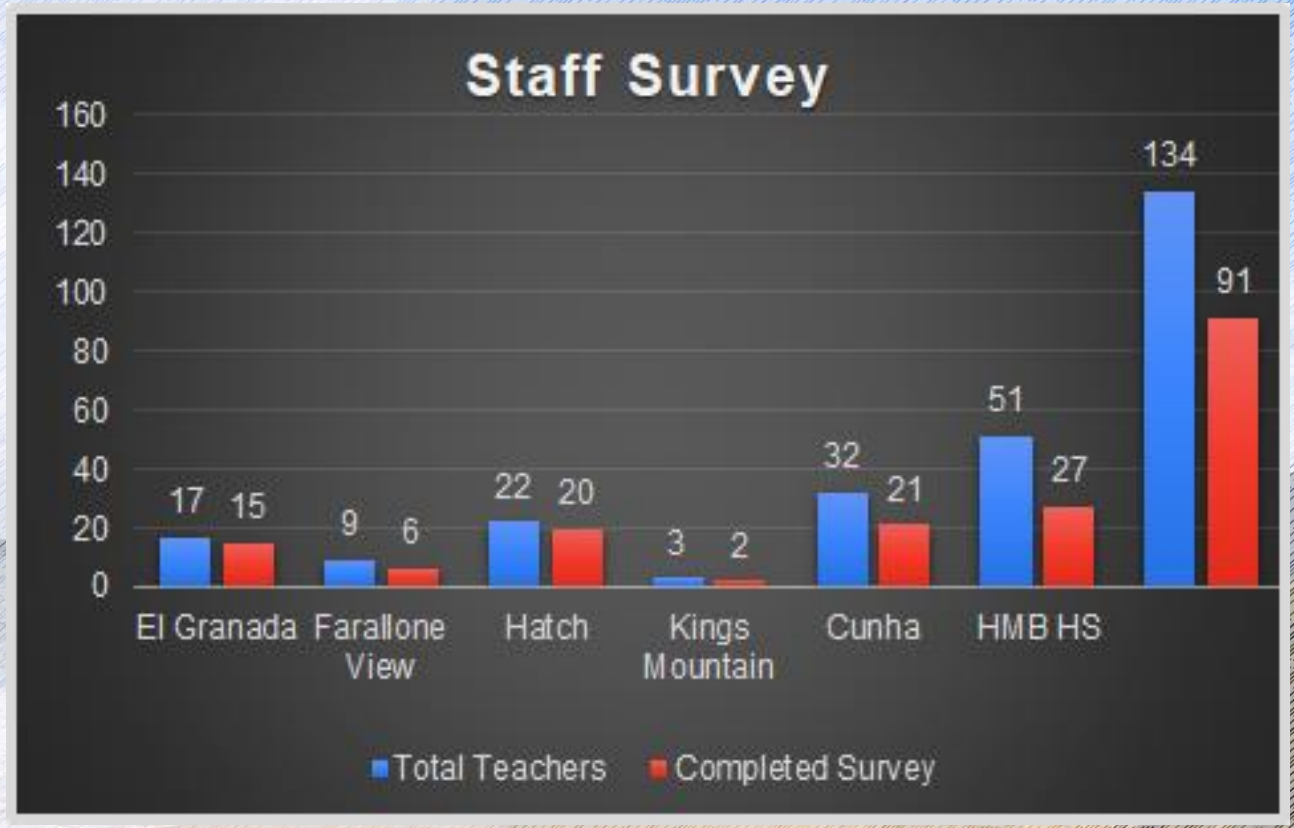
Jason Owens, EdS, NCC

Director of Pupil and Personnel Services

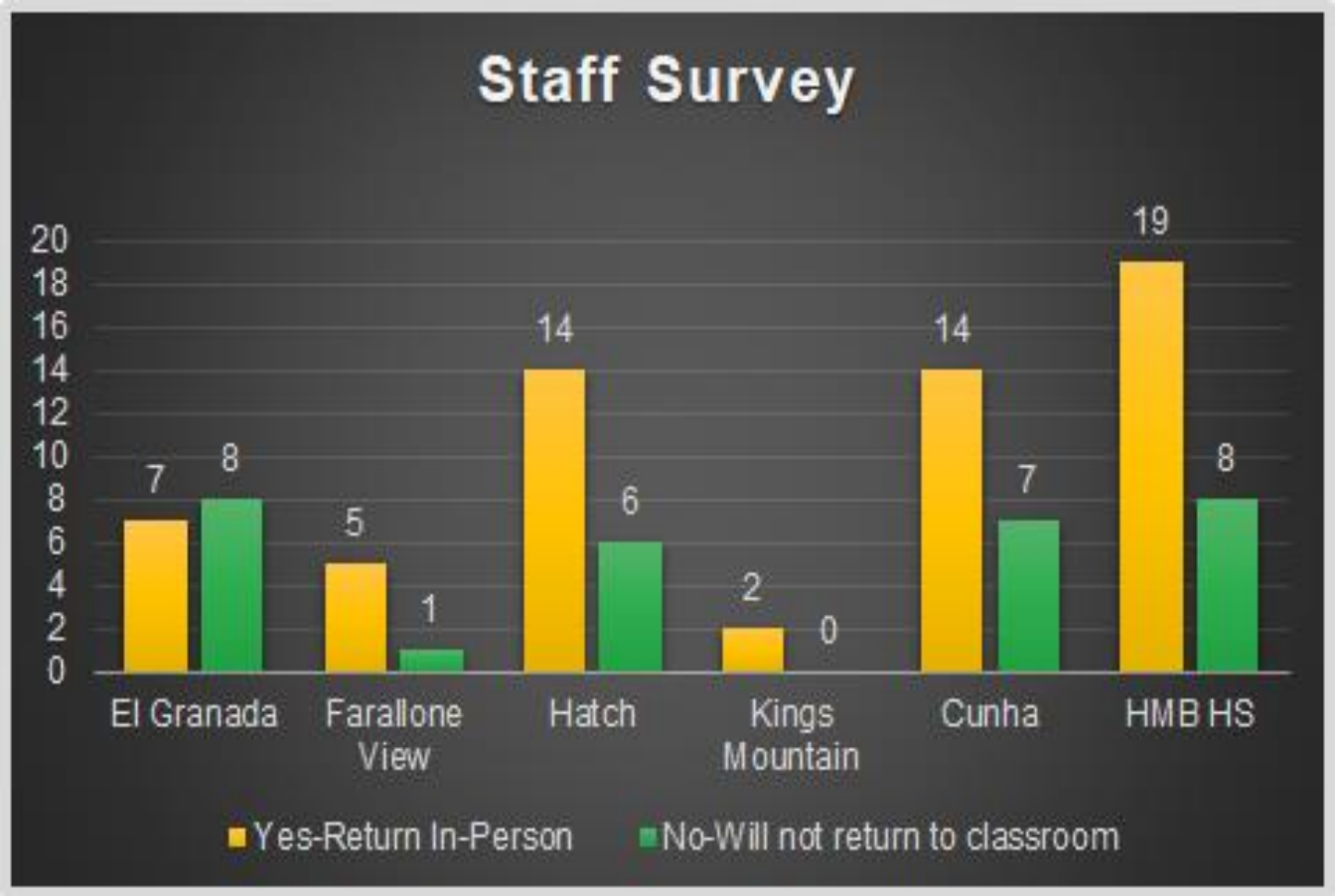
Certificated Staff Survey Results



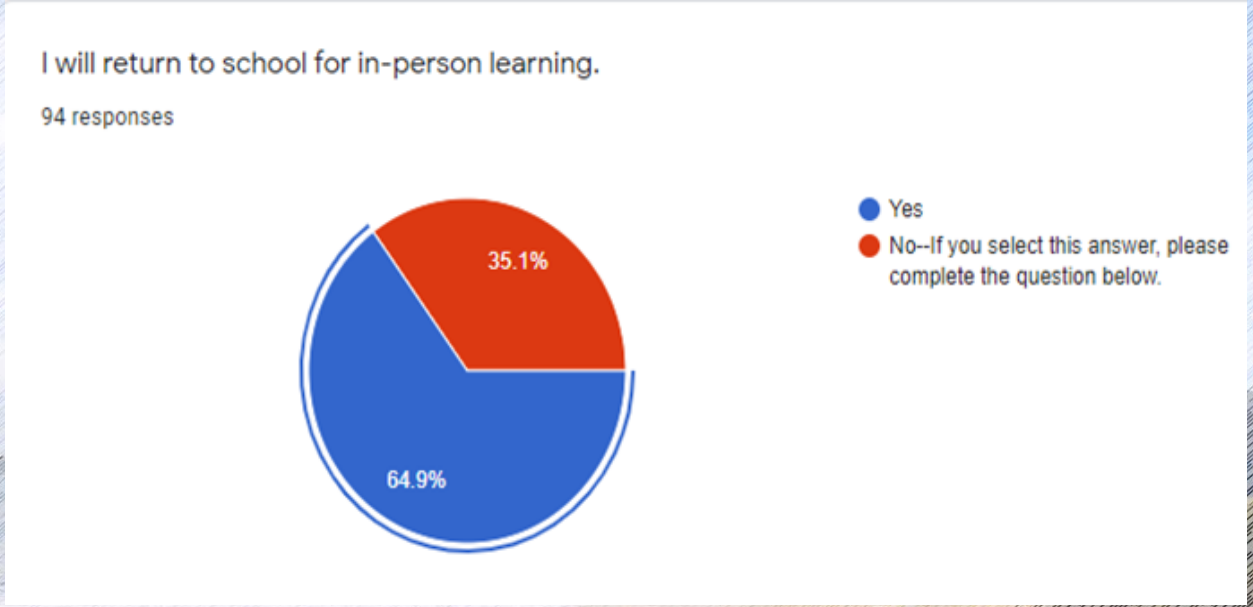
Certificated Staff Survey Results (breakdown)



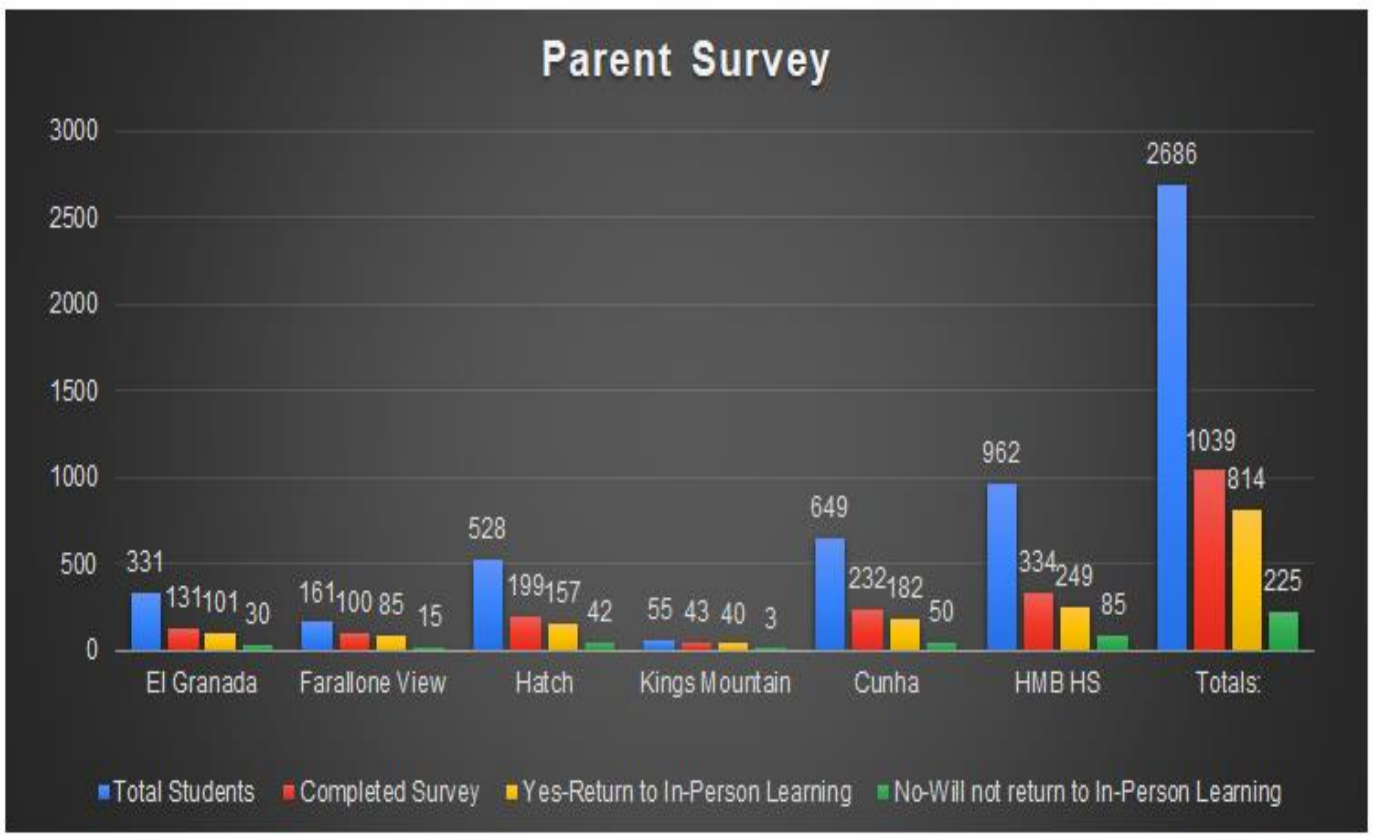
Certificated Staff Survey Results (breakdown)



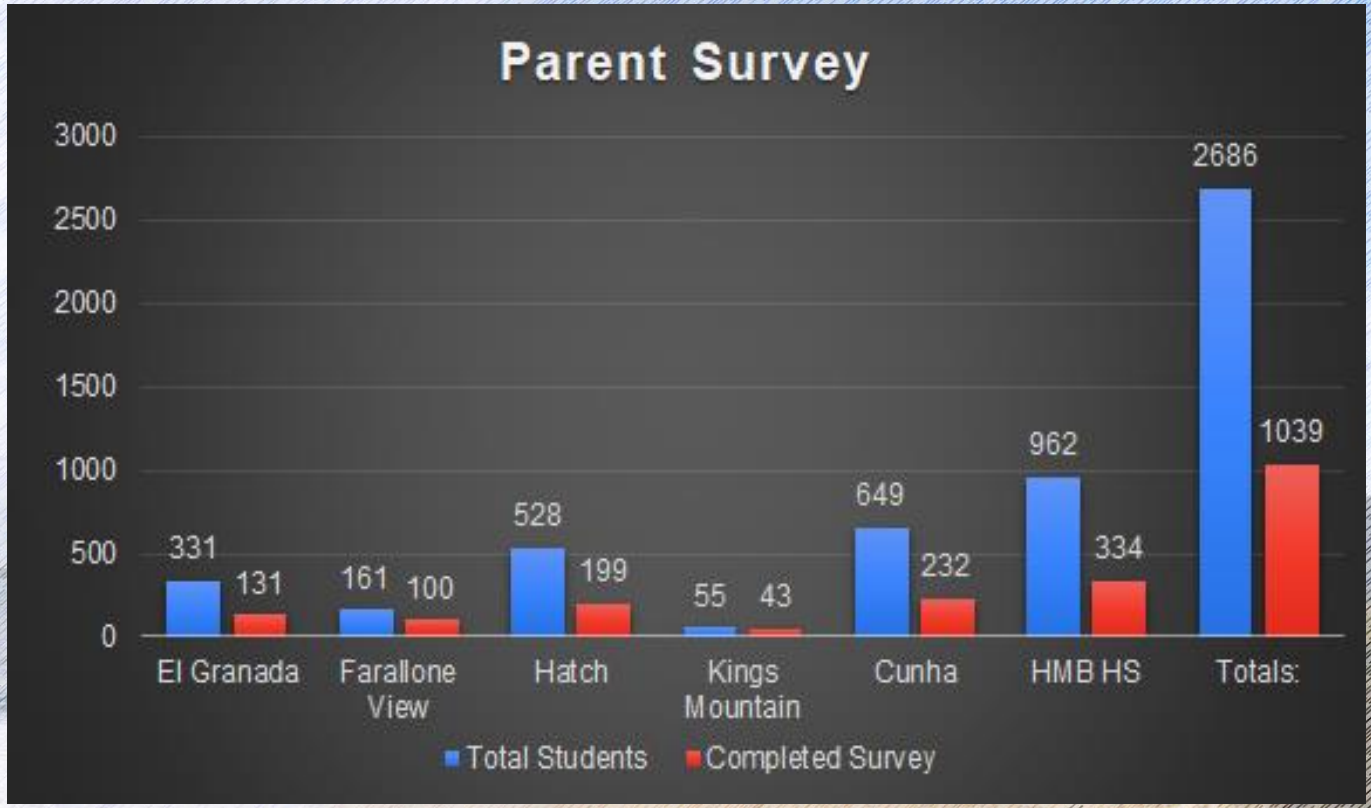
Certificated Staff Survey Results (breakdown)



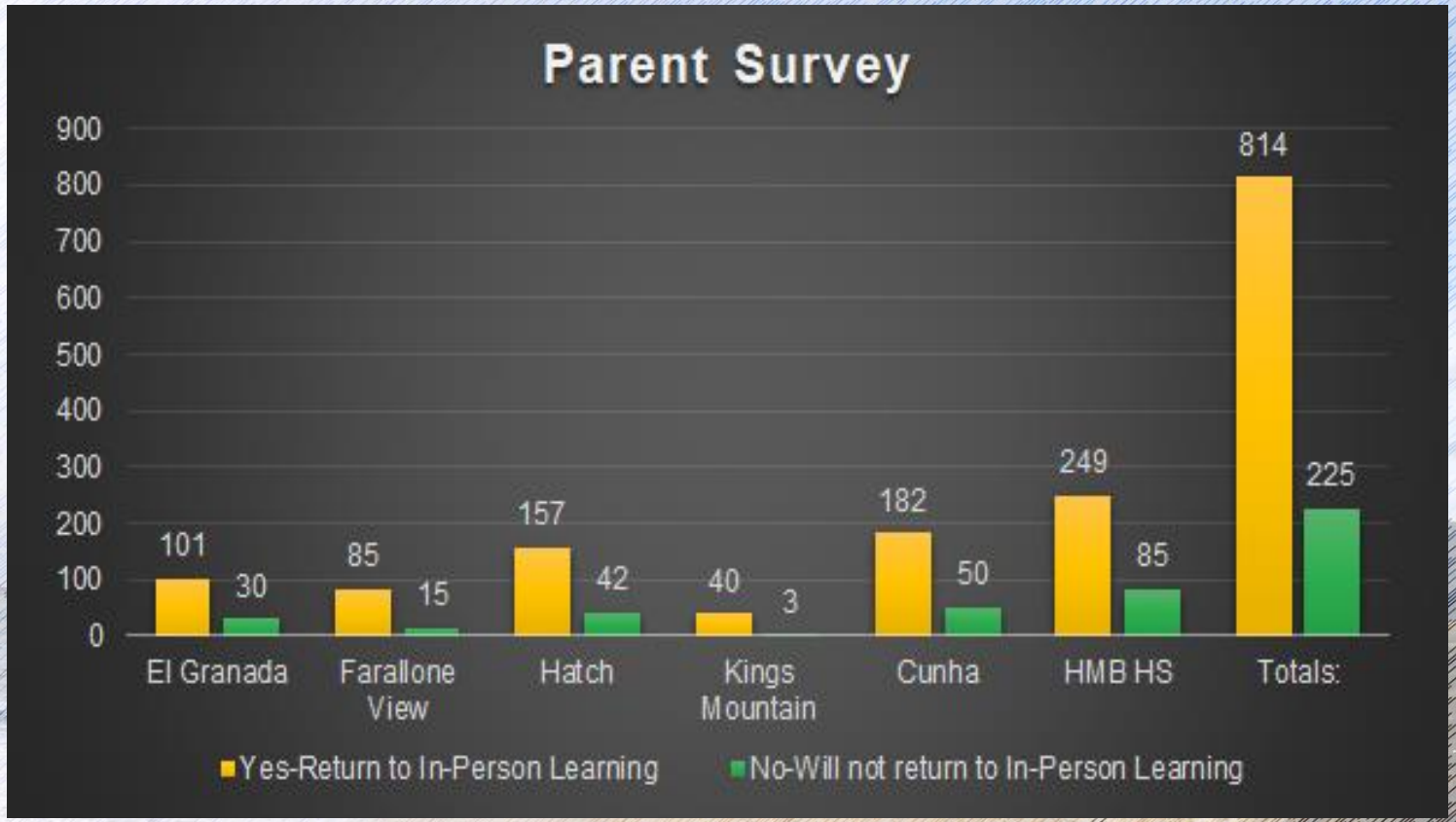
Parent Survey Results



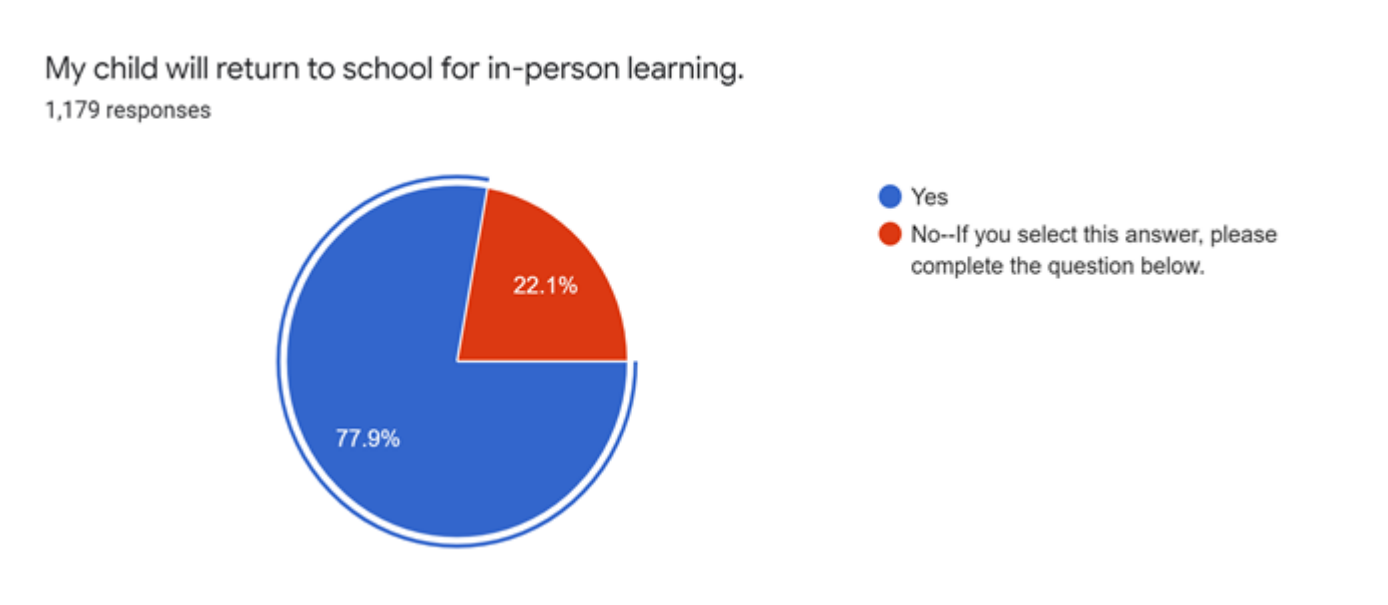
Parent Survey Results (breakdown)



Parent Survey Results (breakdown)



Parent Survey Results (breakdown)



Staff and Student Symptom Checker

Susan Vana & Martha Ladd

Monitoring Staff Health

1. Staff receives an email each morning with a google form symptom checker that is aligned with the County's Pandemic Recovery Framework from the San Mateo County Office of Education.

2. Staff completes the symptom checker prior to arriving on campus or

3. Staff can complete at office kiosk.

4. Based on the information on the symptom checker staff will be advised about whether or not to report to work.

5. Staff will be trained to recognize symptoms that would necessitate staying off campus.

Monitoring Student Health

1. We are partnering with Hazel Health to provide a daily symptom checker that families will fill out for each of their children.

2. The web based system accessible in both English and Spanish.

3. The symptom checker is aligned the the Pandemic Recovery Framework.

4. Students whose symptom checker is not completed before school will be screened by staff upon arrival at school.

5. Parents will be trained in how to use the Hazel Health system.

More on Monitoring Student Health

1. If a student arrives at school and is exhibiting symptoms of illness, as described in the symptom checker, they will be escorted to the isolation room for further assessment.

2. If a student arrives at school and develops symptoms of illness during the school day, as described in the symptom checker, they will be escorted to the isolation room for further assessment.

3. If the students symptoms dictate that they should not be on campus, they will remain in the isolation room until a family member or caregiver can pick them up.

Classroom Readiness

Jesus Contreras

Schedule for Classroom 4 Pillars Readiness

Below you will find our classroom readiness schedule for elementary:

- TK/Kindergarten/1st = 1st week of February
- 2nd/3rd Grade = Mid February
- 4th/5th Grade = Late February

Our secondary sites have begun to prepare classrooms for in-person instruction.

Sample Classroom Readiness







OS Next Steps

- Continue to meet with our Opening of Schools Steering Committee and Site Task Force teams
- Monitor COVID19 Risk Status
- Monitor Vaccine rollout from SMC Department of Health and inform staff with Vaccine updates
- Continue to setup classrooms for Opening of Schools
- Submit Secondary OS Plan to SMCOE for approval

Questions?

Thank you!

Cunha Intermediate School

600 Church St. - Half Moon Bay, CA 94019
(650) 712-7190
James Barnes, Principal barnesj@cabrillo.k12.ca.us
Benjamin Bartel, Assistant Principal bartelb@cabrillo.k12.ca.us

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Cunha Return to School COVID Safety Plan

Table of Contents

1. Ingress and Egress/Directional Map
2. Staff Supervision Schedule
3. Bell Schedule
4. Daily Routines
5. Bathrooms
6. Location of Isolation “Get Well” Room
7. Brunch Areas for Cohorts
8. Plan for Staff Training
9. Plan for Student Training
10. Plan for Parent Communication/Education
11. Plan incase of an Emergency

1. Ingress and Egress

Click here for the ingress/egress map.

Everyone in the drop off and pick-up areas and who enter the school is exposed to different people in their personal lives.

Drop-off and pick-up procedures will look similar to those in a regular school year; however students will not congregate on campus before or after school. During the 2020-21 school year, once a student is on campus, they are to report directly to their classroom.

Cunha staff will monitor arrival/dismissal to discourage congregating and ensure that students go straight to classrooms once on campus.

Ingress
Students and families will enter Cunha in a variety of ways: by car, by bike, or by walking.

By Car:

Families, please drop-off on Church St. or Kelly Ave. depending on the location of your students 1st class. For smooth traffic flow, we ask that students are not dropped off in front of the Main Office and that all students will immediately go to their classroom.

Walking:

Students must enter campus at the entry point closest to the 1st/2nd period classroom. Parents are not allowed to walk with their children once on campus.

By Bike:

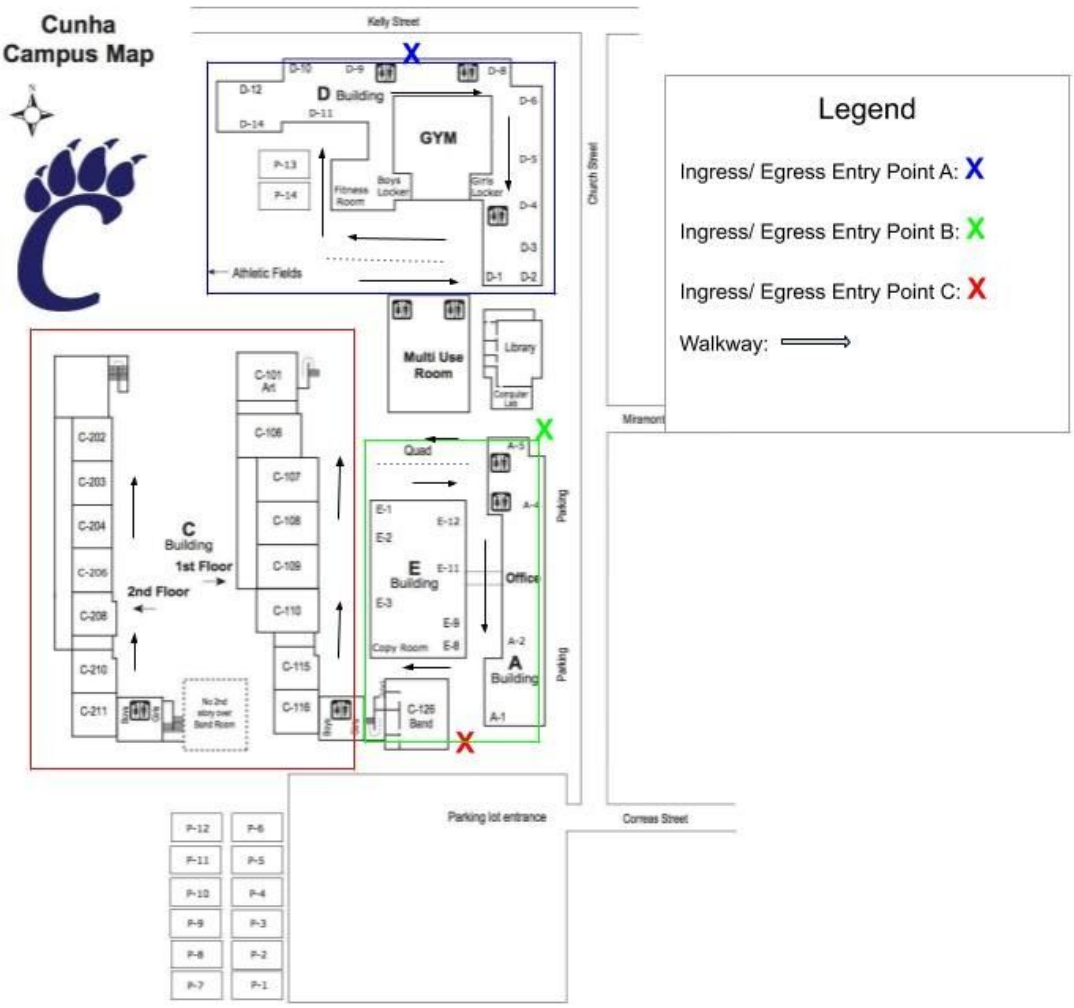
The student bike area is in front of the main office. Once bikes are secured, students will again enter campus at the entrance point closest to their 1st/2nd period classroom. Students cannot enter campus from the Event Center gate on Kelly Ave.

Egress

Egress will mirror the ingress procedures, with students exiting campus immediately upon the end of the school day, following the directional map and utilizing the closest point of exit to their classroom.

Directional Map

After the school day starts and during transitional times, students and staff will follow a directional map. With a few exceptions, all hallways, walkways and stairs will be one-directional. The purpose of this is to minimize congestion and follow COVID social distancing protocols.



Sample of directional signage that students and staff will follow:



2. Staff Supervision Schedule

Staff will monitor students as they arrive on campus, during transitional periods, and after school as students leave campus. To view a copy of the Staff Supervision Schedule, please click here.

During Transitional Time, all certificated staff will be at their door assisting and making sure that students are following the COVID protocols. Campus supervisors will be in the halls monitoring during this time as well.

3. Bell Schedule

Cunha will be on a rotating/rolling block schedule tentatively starting (TBD). The block schedule will rotate between an odd and even schedule . Below is the schedule over a one week period. Students will rotate from class to class and will be physically distanced as they move from room to room. If a student or teacher becomes a case then county health will be contacted immediately for quarantine specifications.

Cunha Intermediate Phase 3 Schedule									
	Synchronous Instruction Days				**Teacher PD / Planning Day**	**Synchronous Instruction Days**			
	Monday		**Tuesday**		**Wednesday**	**Thursday**		**Friday**	
Groups	**Group A**	**Group B**	**Group A**	**Group B**	**All Students at Home**	**Group A**	**Group B**	**Group A**	**Group B**
	In-Person	**At-Home**	**In-Person**	**At-Home**		**At-Home**	**In-Person**	**At-Home**	**In-Person**
8:30 am - 9:20 am	1st Period		0 Period		*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	1st Period		0 Period	
9:30 am - 10:20 am	3rd Period		2nd Period			3rd Period		2nd Period	
10:30 am - 11:20 am	5th Period		4th Period			5th Period		4th Period	
11:30 am - 12:20 pm	7th Period		6th Period			7th Period		6th Period	
12:20 pm - 12:50pm	**Student and Teacher Lunch**								
12:50 pm - 4:00 pm	*Teachers: digital and in-person check-ins with students, provide feedback on remote work, planning Students: Independent (Digital Asynchronous)*				*Teachers: PD/Planning Students: Independent (Digital Asynchronous)*	*Teachers: digital and in-person check-ins with students, provide feedback on remote work, planning Students: Independent (Digital Asynchronous)*			

All grades will follow the above schedule during our measured sequential approach to return to school. This schedule will be for in-person, distance learning. This schedule will be in place until it is deemed safe for all students to enter and attend classes simultaneously.

*During Transitional Time, all certificated staff will be at their door assisting and making sure that students are following the COVID protocols. Administration will be in the halls monitoring during this time as well.

****Absences during in-person learning:** For short term absences, just as in our traditional setting, teachers will continue with their own past practice regarding student make ups for missing work. For prolonged absences due to quarantine, students and parents should contact school administration to make arrangements for distance learning. In addition to the above, a teacher may decide to use webcams to assist in providing instruction to students.

4. Daily Routines for All

Due to COVID protocols there will be new routines and procedures that all staff and students must follow in order to provide the safest environment possible. These routines will include the following:

- All staff, students, and any outside contractor must fill out the district-adopted symptom checker before leaving one's home. Only those who have completed the checker are permitted on campus.
- On campus, Staff and students will follow the directional map during transition times
- All people on campus will wear their face covering properly
- All people will maintain proper social distancing (6 feet) when practicable
- Certificated staff will monitor the halls during transition time
- Between transitions students will use hand sanitizer or wash hands
- Between transitions staff and students will disinfect student desks/ surface
- Parents are only permitted to visit the Cunha office

5. Bathrooms

Bathrooms and handwashing stations are equipped with running water, soap, paper towels, and trash cans. They are sanitized and monitored on a defined schedule. Directions on how to safely wash hands are posted in the restrooms. Signage is also posted by restrooms to limit entry to particular groups and to limit the number of people at one time.

6. Location of Isolation Station and Well Rooms

Some students may feel sick when they are at school, while other students may be feeling well, but either need to receive routine medication and/or have an incident and need First Aid care. Cunha School will have 2 separate areas for students:

• **Isolation Station room** for students who have symptoms of COVID-19. This area is separate from other students. Location: Cunha MU. Students will enter the east side door. Parents will pick-up their child from this door.

• **Non-COVID Well Room**: injury/treatment room, medicine distribution, sprained ankle, etc. Location: Cunha Nurses Office

7. Plan for Staff Training

- Equinox thermometer Training
- Symptom Checker Training
- Student/Self Health Check Training
- Classroom Best Practices for mitigating COVID spread
- Communication Plan for suspected case or contact

8. Plan for Student Training

- Ingress/Egress procedures
- Bathroom procedures
- Handwashing protocols
- Physical Distancing protocols
- Face covering wearing protocols
- Isolation Station location
- Classroom material protocols

Behavioral techniques such as modeling and reinforcing desired behaviors and using picture schedules, timers, and visual cues can help all students adjust to changes in routines and take preventative actions.

9. Plan for Parent Communication/Education

The administration is looking at a variety of ways to push out information to parents. These include the following:

- Messages in the Principal's Letters
- Schoolloop/SchoolMessenger email/phone/text blasts
- Principal's Weekly YouTube videos
- Zoom webinars

10. Emergency Plan during COVID

In the event of an emergency, staff will direct students to follow normal emergency procedures. Once everyone is safe, we can then follow COVID protocols and procedures. For example, if we needed to evacuate, teachers would lead their students to the blacktop in the quickest/safest route possible, this may not follow the COVID Directional Map.

During the 2020-21 school year all drills will be tabletop discussions and exercises. We will not practice evacuating.

Cunha drills and plans can be found here. Dates for drills are TBD.

Half Moon Bay High School

as a member of

Cabrillo Unified School District

Safety Plan for the Transition to In-Person Learning

2020-2021 School Year

Updated: February 4, 2021

Half Moon Bay High School's plan for the return to in-person instruction is based on current guidance from San Mateo County public health officials and California state agencies. It is also embedded within CUSD policy statements regarding remote learning. The Safety Plan for the Transition to In-Person Learning will be updated as needed to align with any changes in official health guidelines.

Upon the plan's approval, Half Moon Bay High School will post The Safety Plan for the Transition to In-Person Learning to our website homepage prior to reopening for in-person instruction. Since Half Moon Bay High School has not reopened for in-person instruction in the 2020-2021 school year, and San Mateo County is currently in the Purple Tier, we understand that we may not reopen for in-person instruction until directed by the Cabrillo Unified School District Governing Policy.

The guidance outlined in the San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework is centered around the health and safety of students and staff to allow for the return of in-person instruction. The Framework identifies several key factors for reopening a school:

- Ability to test, contract trace, isolate, and support those exposed
    - The staff of Half Moon Bay High School takes a monthly COVID-19 test, with an opportunity for an optional bimonthly test.
    - We have an established contact tracing flow chart, outlining the order of disseminating information, including the District Point Person, the Site Point Person, and Back-up Site Point Person.
    - Staff and students will complete a symptom checker before arriving on campus. Additionally, everyone will be screened upon arrival to the campus. Anyone showing symptoms will be led to the isolation room. The person will remain in the room until someone is able to pick them up or parents give permission for the student to drive him/herself home.
- Ability to protect those at high risk for COVID-19
    - The District will discuss options with individuals at high risk for COVID-19. If a student is high risk and is unable to return to in-person learning due to medical reasons, the student will have the option to enter our Independent Study program.
- Ability to support physical distancing
    - Our classrooms are set up with student desks at least six feet apart. The teacher's desk is at least six feet from the student desks and has protective shields adhered to it.
    - Our flow map outlines one-way traffic throughout the campus.

Our Safety Plan is guided by the Four Pillars: Health and Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings. Any return to in-person learning will involve training for staff and students.

HEALTH & HYGIENE

- All staff and students will be required to complete a COVID-19 self-screening form before coming onto campus. For staff and students who do not complete the symptom checker before coming onto campus, they will be screened again upon arrival to school.
- Each point of entry will be a check-in station where staff members will screen those entering campus, including a temperature check.
- Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.
- Students will be reminded to wash hands thoroughly with soap and water for at least 20 seconds.
- Students will have access to soap and water via three sets of restrooms on campus as well as in over 30% of our classrooms.
- Portable handwashing stations will be placed in several locations on campus to supplement existing facilities.
- Hand sanitizer dispensers have been installed in all classrooms and instructional spaces.
- Work surfaces will be cleaned before and after each class period.
- Classrooms will be disinfected at the end of each school day.

FACE COVERINGS

- Staff, students, and visitors will be required to wear a mask on campus. The mask must cover both nose and mouth at all times.
- County and state guidelines will be observed when eating, drinking, or exercising while physically distanced.
- School will provide face masks should students or staff forget to bring a mask.

PHYSICAL DISTANCING
• Staff and students will adhere to directional arrows outlining the flow of one-way traffic throughout the entire campus. • Campus Map - Traffic Flow (see Appendix A) • We will employ staggered schedules for drop-off in the morning as well as designated drop-off areas. • We will implement modifications to instructional schedules and break/lunch periods to reduce concentration of students. • We will utilize the designated isolation room for staff or students who show symptoms while at school.
Inside Classroom • Students will be seated at a minimum 6 feet apart. • Classroom space will be arranged to remove non-essential furniture to allow for maximum physical distancing. • A protective shield is adhered to each teacher's desk. • HVAC systems have been updated with MERV-13 filters. • Air scrubbers are in classrooms that need additional support with proper ventilation. • Teachers will open doors and windows to maximize ventilation.

LIMITING GATHERINGS
• With a hybrid schedule, the number of students and staff members in each classroom will be approximately 50% of the complete class roster. • To limit gatherings during brunch and lunch breaks, the bell schedule will be modified and available outdoor areas designated for students. • Traditionally large events (assemblies, award ceremonies, etc.) will be modified to align with the Four Pillars. If this is not possible, then the event will convert to virtual.

OTHER SAFETY CONSIDERATIONS

- Staff and students will be required to complete mandated COVID-19 training and/or orientation before returning to in-person learning.
- Staff members will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.

- Students will not be allowed to use their lockers.
- Students will not be allowed to use the Physical Education locker rooms. PE classes will not require gym attire. PE students will be encouraged to dress accordingly in order to participate in the physical activity.
- Drinking fountains have hands-free bottle filling stations to allow for staff and students to refill their own reusable water bottle.
- Non-essential visitors will not be allowed on campus during regular school hours.

RETURN TO CAMPUS ROADMAP

A phased approach to bringing students back onto campus has been used to create safe learning spaces for students and staff. These phases have undergone modifications since the beginning of the 2020-2021 school year.

Phase I (start date: 08.17.20)	● All students are 100% Distance Learning ● Classes still adhere to a bell schedule: 50 minute classes, alternating Odds/Evens days. ● Wednesdays are asynchronous ● Athletics: outdoor conditioning only, following county-approved guidelines for current tier status
Phase II A (start date: 11.12.20)	● Academic Learning Pods with access to technology and supports ● SDC Learning Pod ● Genentech Bus with high speed internet Monday through Friday from 7:30 a.m. - 4:30 p.m. on campus for any student to use ● Athletics: outdoor conditioning and individual skills-based practices, following county-approved guidelines for current tier status
Phase II B	● Academic Learning Pods with access to technology and supports ● Extend Academic Support Pods on Asynchronous Wednesdays ● Social peer interaction, supporting social-emotional health

	• Small group activities in-person, with adult supervision • Athletics: outdoor conditioning and team practices, following county-approved guidelines for current tier status
Phase III	• Hybrid Learning
Phase IV	• 100% In-Person Instruction

Phase II B: Social-Emotional Support

Remote learning has highlighted both academic and social-emotional struggles for students, families, and staff. We will utilize the time in the day after synchronous learning to engage students in small group peer interactions.

The Phase II B pods will not intermix. For example, if a student is an athlete and the sport is currently practicing, then the student may not participate in-person with Leadership. Staff and students will be confined to only one pod.

Potential small pods:

- Athletics
- Kindness Campaign
- Leadership
- Band
- Clubs
- Additional Academic Support
- RSP

If a small social pod meets on campus, they will do so with adult supervision. All members of the pod will adhere to the Four Pillars, including wearing a mask and remaining socially distanced. Upon approval to be on campus, small social pods will schedule times and campus areas with their supervisor and HMBHS administration (see Appendix B).

All those participating in Phase II B will adhere to our Phase II B On Campus Safety Protocols (see Appendix C).

HMBHS Phase II B: Extended Academic/SEL Support					
	Synchronous Instruction Days: Students at Home		**Asynchronous**	**Synchronous Instruction Days: Students at Home**	
	Mon	**Tues**	**Wed**	**Thurs**	**Fri**
8 - 8:50am	1st Period		*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	1st Period	
9:00 - 9:50am	3rd Period	2nd Period	*Small Pod #1: On-Campus Academic Support supervised by staff*	3rd Period	2nd Period
10:00 - 11:00am	5th Period	4th Period		5th Period	4th Period
11:10am - 12:00pm	7th Period	6th Period		7th Period	6th Period
12:00m - 12:30pm	**Lunch Break**				
12:30 - 3:30pm	*Teachers: digital check-ins with students, provide feedback on remote work, planning* ***In-person, social opportunities with students*** *(small groups, clubs)* *Students: Independent (Asynchronous)*		*Small Pod #2: On-Campus Academic Support supervised by staff*	*Teachers: digital check-ins with students, provide feedback on remote work, planning* ***In-person, social opportunities with students*** *(small groups, clubs)* *Students: Independent (Asynchronous)*	
3:30pm+	Athletics				

Phase III: Hybrid Learning Model

In a Hybrid Learning Model, students have in-person instruction on campus specific days of the week, based on designated cohort. Students in the Hybrid Learning Model will be assigned to either Cohort A or Cohort B. Each Cohort will have in-person instruction two days a week and asynchronous learning two days a week. Wednesdays will be asynchronous for both Cohorts.

We have two potential bell schedules for the return to in-person learning in the Hybrid Learning Model (see also Appendix B):

- Option 1 resembles our current bell schedule while in remote learning with 50-minute classes and 10-minute breaks in between classes. 10 minutes is added to 4th and 5th periods to allow time for our Campus News. With the Option 1 Bell Schedule, classes end at lunchtime and students will exit campus. A to-go lunch will be provided for students who choose. See detailed bell schedule below.

Option 1 (50 minute class periods; excused at lunch):

<table>
<tr><th colspan="6">HMBHS Transition to In-Person Instruction Bell Schedule
Option #1
(50 minute classes)</th></tr>
<tr><th rowspan="2"></th><th colspan="2">Cohort A: In-Person Instruction
Cohort B: Asynchronous at Home</th><th rowspan="2">Asynchronous</th><th colspan="2">Cohort B: In-Person Instruction
Cohort A: Asynchronous at Home</th></tr>
<tr><th>Mon</th><th>Tues</th><th>Wed</th><th>Thurs</th><th>Fri</th></tr>
<tr><td>8 - 8:50am</td><td>1st Period</td><td></td><td rowspan="5">Teachers: PD/Planning

Students: Independent (Digital Asynchronous)</td><td>1st Period</td><td></td></tr>
<tr><td>9:00 - 9:50am</td><td>3rd Period</td><td>2nd Period</td><td>3rd Period</td><td>2nd Period</td></tr>
<tr><td>10:00 - 11:00am</td><td>5th Period</td><td>4th Period</td><td>5th Period</td><td>4th Period</td></tr>
<tr><td>11:10am - 12:00pm</td><td>7th Period</td><td>6th Period</td><td>7th Period</td><td>6th Period</td></tr>
<tr><td>12:00m - 12:30pm</td><td colspan="2">Lunch</td><td colspan="2">Lunch</td></tr>
</table>

12:30 - 3:30pm	*Teachers: digital check-ins with students, provide feedback on remote work, planning* *Students: Independent (Asynchronous)*		*Teachers: digital check-ins with students, provide feedback on remote work, planning* *Students: Independent (Asynchronous)*

- Option 2 is a blend of our traditional in-person instruction before remote learning and within our current health and safety guidelines. Classes are 75 minutes, with the addition of 10 minutes to 4th and 5th periods for the Campus News. With the Option 2 Bell Schedule, there is a designated lunch break. Changes to the lunch break include shortened to 30 minutes (traditionally, 40 minutes) and a closed campus (traditionally, an open campus). Students will be grouped into two sub-cohorts (Cohort A1/B1 and Cohort A2/B2) for a staggered lunch break. Half of the school will have a lunch break while the other half is in class. The two groups will then switch, allowing 45 minutes in between cohorts for cleaning and disinfecting.

Option 2 (75 minute class periods; staggered lunch, closed campus at lunch):

<table>
<tr><th colspan="10">HMBHS Transition to In-Person Instruction Bell Schedule
Phase III Hybrid Learning Model
Option #2
(75 minute classes)</th></tr>
<tr><td rowspan="2"></td><td colspan="4">Cohort A: In-Person Instruction
Cohort B: Asynchronous at Home</td><td rowspan="2">Asynchronous</td><td colspan="4">Cohort B: In-Person Instruction
Cohort A: Asynchronous at Home</td></tr>
<tr><td colspan="2">Mon</td><td colspan="2">Tues</td><td>Wed</td><td colspan="2">Thurs</td><td colspan="2">Fri</td></tr>
<tr><td>8am - 9:15am</td><td colspan="2">1st Period</td><td colspan="2"></td><td rowspan="4">Teachers: PD/Planning

Students: Independent (Digital Asynchronous)</td><td colspan="2">1st Period</td><td colspan="2"></td></tr>
<tr><td>9:30am - 10:45am</td><td colspan="2">3rd Period</td><td colspan="2">2nd Period</td><td colspan="2">3rd Period</td><td colspan="2">2nd Period</td></tr>
<tr><td>10:45am - 10:55am</td><td colspan="4">Break</td><td colspan="4">Break</td></tr>
<tr><td>Cohorts A1/B1 and A2/B2 grouped by buildings</td><td>Cohort A1</td><td>Cohort A2</td><td>Cohort A1</td><td>Cohort A2</td><td>Cohort B1</td><td>Cohort B2</td><td>Cohort B1</td><td>Cohort B2</td></tr>
</table>

***11:00am - 12:55pm**	5th Period	**Lunch**	4th Period	**Lunch**		5th Period	**Lunch**	4th Period	**Lunch**
	Lunch	5th Period	**Lunch**	4th Period		**Lunch**	5th Period	**Lunch**	4th Period
1:00pm - 2:15pm	7th Period		6th Period			7th Period		6th Period	

***11:00am - 12:55pm**	**Cohort A1/B1**			**Cohort A2/B2**
	Class	11am - 12:25pm		**Lunch**	**11am - 11:30am**
	Lunch	**12:25pm - 12:55pm**		Class	11:30am - 12:55pm
	Cleaning/Disinfecting: 11:30am - 12:15pm			

Phase IV: 100% In-Person Learning

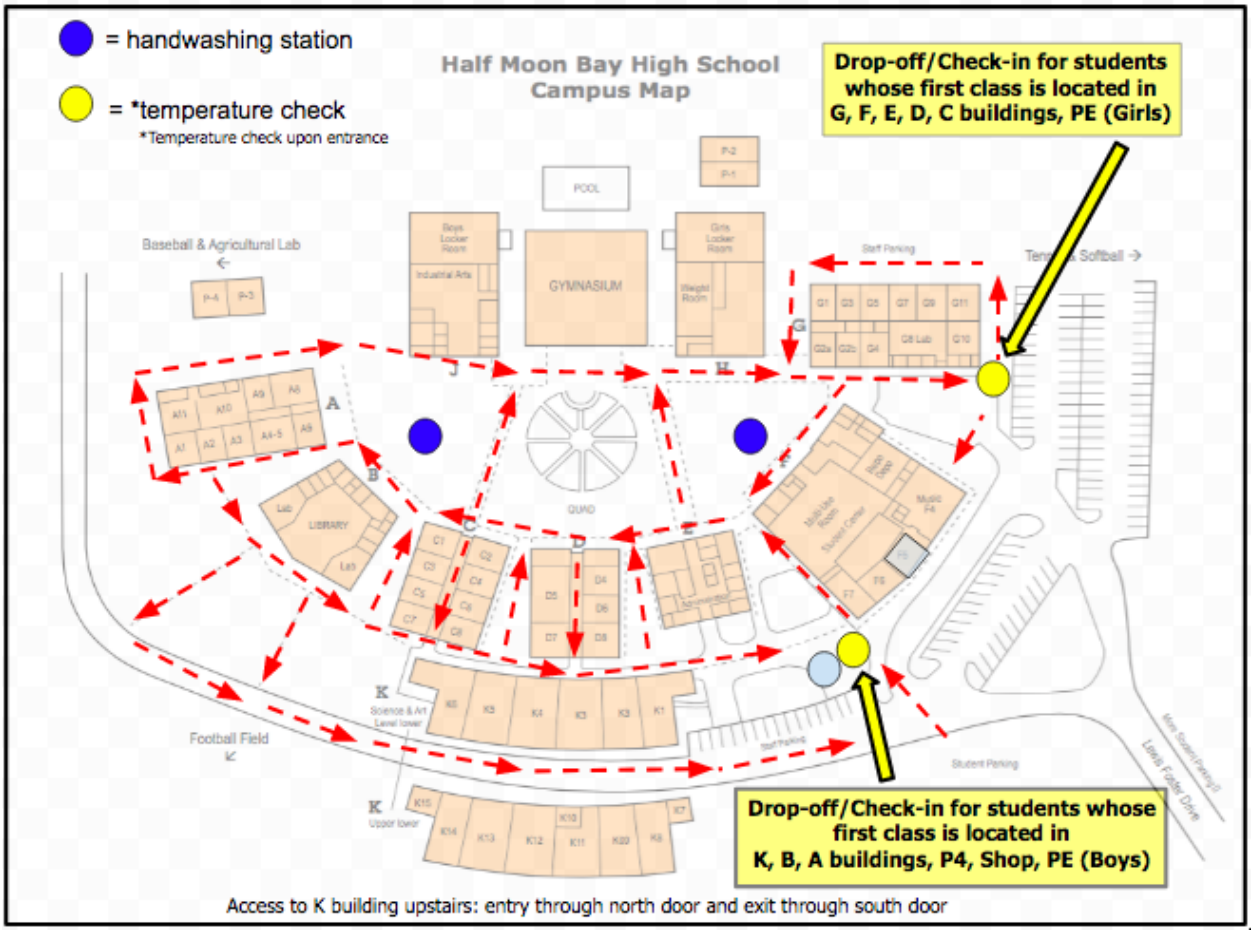
While our hope is to return to 100% In-Person Learning, we are also aware that county and state guidelines must be observed. This will inform any learning plan we develop.

References:

San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework (November 9, 2020)

California Department of Public Health Guidelines (January 14, 2021)

APPENDIX A - Campus Map:
Phase III Hybrid Learning Model



APPENDIX B - Bell Schedules

<table>
<tr><th colspan="6">HMBHS Phase II B: Extended Academic/SEL Support</th></tr>
<tr><th></th><th colspan="2">Synchronous Instruction Days:
Students at Home</th><th>Asynchronous</th><th colspan="2">Synchronous Instruction Days:
Students at Home</th></tr>
<tr><th></th><th>Mon</th><th>Tues</th><th>Wed</th><th>Thurs</th><th>Fri</th></tr>
<tr><td>8 - 8:50am</td><td>1st Period</td><td></td><td>Teachers: PD/Planning

Students: Independent (Digital Asynchronous)</td><td>1st Period</td><td></td></tr>
<tr><td>9:00 - 9:50am</td><td>3rd Period</td><td>2nd Period</td><td rowspan="3">Small Pod #1: On-Campus Academic Support supervised by staff</td><td>3rd Period</td><td>2nd Period</td></tr>
<tr><td>10:00 - 11:00am</td><td>5th Period</td><td>4th Period</td><td>5th Period</td><td>4th Period</td></tr>
<tr><td>11:10am - 12:00pm</td><td>7th Period</td><td>6th Period</td><td>7th Period</td><td>6th Period</td></tr>
<tr><td>12:00m - 12:30pm</td><td colspan="5">Lunch Break</td></tr>
<tr><td>12:30 - 3:30pm</td><td colspan="2">Teachers: digital check-ins with students, provide feedback on remote work, planning

In-person, social opportunities with students (small groups, clubs)

Students: Independent (Asynchronous)</td><td>Small Pod #2: On-Campus Academic Support supervised by staff</td><td colspan="2">Teachers: digital check-ins with students, provide feedback on remote work, planning

In-person, social opportunities with students (small groups, clubs)

Students: Independent (Asynchronous)</td></tr>
<tr><td>3:30pm+</td><td colspan="5">Athletics</td></tr>
</table>

HMBHS Transition to In-Person Instruction Bell Schedule Phase III Hybrid Learning Model Option #1 (50 minute classes)					
	Cohort A: In-Person Instruction Cohort B: Asynchronous at Home		**Asynchronous**	**Cohort B: In-Person Instruction Cohort A: Asynchronous at Home**	
	Mon	**Tues**	**Wed**	**Thurs**	**Fri**
8 - 8:50am	1st Period		*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	1st Period	
9:00 - 9:50am	3rd Period	2nd Period		3rd Period	2nd Period
10:00 - 11:00am	5th Period	4th Period		5th Period	4th Period
11:10am - 12:00pm	7th Period	6th Period		7th Period	6th Period
12:00m - 12:30pm	**Lunch**			**Lunch**	
12:30 - 3:30pm	*Teachers: digital check-ins with students, provide feedback on remote work, planning* *Students: Independent (Asynchronous)*			*Teachers: digital check-ins with students, provide feedback on remote work, planning* *Students: Independent (Asynchronous)*	

HMBHS Transition to In-Person Instruction Bell Schedule Phase III Hybrid Learning Model Option #2 (75 minute classes)									
	Cohort A: In-Person Instruction Cohort B: Asynchronous at Home				**Asynchronous**	**Cohort B: In-Person Instruction Cohort A: Asynchronous at Home**			
	Mon		**Tues**		**Wed**	**Thurs**		**Fri**	
8am - 9:15am	1st Period				*Teachers: PD/Planning* *Students: Independent (Digital Asynchronous)*	1st Period			
9:30am - 10:45am	3rd Period		2nd Period			3rd Period		2nd Period	
10:45am - 10:55am	Break					Break			
Cohorts A1/B1 and A2/B2 grouped by buildings	Cohort A1	Cohort A2	Cohort A1	Cohort A2		Cohort B1	Cohort B2	Cohort B1	Cohort B2
***11:00am - 12:55pm**	5th Period	**Lunch**	4th Period	**Lunch**		5th Period	**Lunch**	4th Period	**Lunch**
	Lunch	5th Period	**Lunch**	4th Period		**Lunch**	5th Period	**Lunch**	4th Period
1:00pm - 2:15pm	7th Period		6th Period			7th Period		6th Period	

	Cohort A1/B1			**Cohort A2/B2**	
***11:00am - 12:55pm**	Class	11am - 12:25pm		**Lunch**	**11am - 11:30am**
	Lunch	**12:25pm - 12:55pm**		Class	11:30am - 12:55pm
	Cleaning/Disinfecting: 11:30am - 12:15pm				

APPENDIX C

Half Moon Bay High School Phase II B

On Campus Safety Protocols

All small pods are expected to follow the protocols outlined below:

1. Upon arrival at the high school, students will report to the front office for a **health screening** and temperature check (see Appendix D).

2. Masks are required at all times on campus and must cover both the nose and mouth at the same time.
    a. For students with a condition that prohibits them from wearing a mask, the student may wear a face shield with a drape. Medical documentation is required for this exemption.

3. Students are to remain at least 6 feet apart at all times.

4. Students are not to share any items, including, but not limited to, supplies such as books, pens, paper, etc.

5. One set of restrooms will be open in D building for student use.
    a. Only one student will be allowed in the restroom at a time.

6. Small pods will be in a maximum ratio of 1 adult supervisor to 12 students.

7. Small pods are encouraged to remain outdoors, if possible.

8. Students can only participate in one pod at a time.
    a. If a student would like to switch pods (for example, from a club pod to an athletic team), then the student must abstain from participating in any pod for a period of 14 days.

9. Additional criteria to be able to participate in a small pod require that, within the previous 14 days, a student must not have had:
    a. contact with anyone testing positive for COVID-19
    b. a temperature or COVID-19 symptoms
    c. traveled out of the area

10. Any student experiencing any COVID-19 symptoms or has had exposure to someone with symptoms should stay home and seek medical advice.

APPENDIX D

Half Moon Bay High School Phase II B

Health Screening Questionnaire

If you answer "Yes" to any of the following questions, you 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?
2. Do you feel ill today?
3. 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?
    - A close contact is someone who was within 6 feet of a person with COVIS-19 for at least 15 cumulative minutes while the case was infectious whether or not face coverings were worn. Please note that a case is considered infectious starting 2 days before developing symptoms or, for asymptomatic cases, 2 days prior to the date of their positive test.
4. In the past 14 days, have you traveled outside of the Bay Area?
5. Have you had any new or unexpected symptoms since the last symptom check?
    - Cough
    - Fever or chills
    - Shortness of breath or difficulty breathing
    - Muscle or body aches
    - Sore throat
    - New loss of taste or smell
    - Diarrhea
    - Headache
    - Nausea or vomiting
    - Severe fatigue
    - Congestion or runny nose
    - Rash
    - Painful purple or red lesions on your feet or swelling of your toes

Temperature check required.

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: February 11, 2021
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Officer
CATEGORY: Information
ITEM TITLE: Quattrocchi Kwok Architects Facilities Master Plan Update

BACKGROUND INFORMATION

Quattrocchi Kwok Architects (QKA) works with the Cabrillo USD to assess, plan, and develop the improvement of the district's schools through the use of Bond funds. QKA will present to the Board updated possibilities to improve CUSD elementary and high school sites.

FISCAL ANALYSIS

There is no financial impact to the General Fund. Bond funds are used for Facilities Master Plan work.

RECOMMENDATION

Receive Quattrocchi Kwok Architects Presentation.

Cabrillo Master Plan

Board Meeting

Cabrillo Unified School District

Farallone View Elementary School

El Granada Elementary School

Half Moon Bay High School

11 February 2021

QUATTROCCHI KWOK ARCHITECTS

QUATTROCCHI KWOK ARCHITECTS

Agenda + Goals

- Introduction
- Recap of Work to Date
- Master Plan Alternatives
  - Farallone View
  - El Granada
  - High School
- Probable Costs
- Other Options
- Next Steps



FARALLONE VIEW

Existing Site Plan

Farallone View



QUATTROCCHI KWOK ARCHITECTS

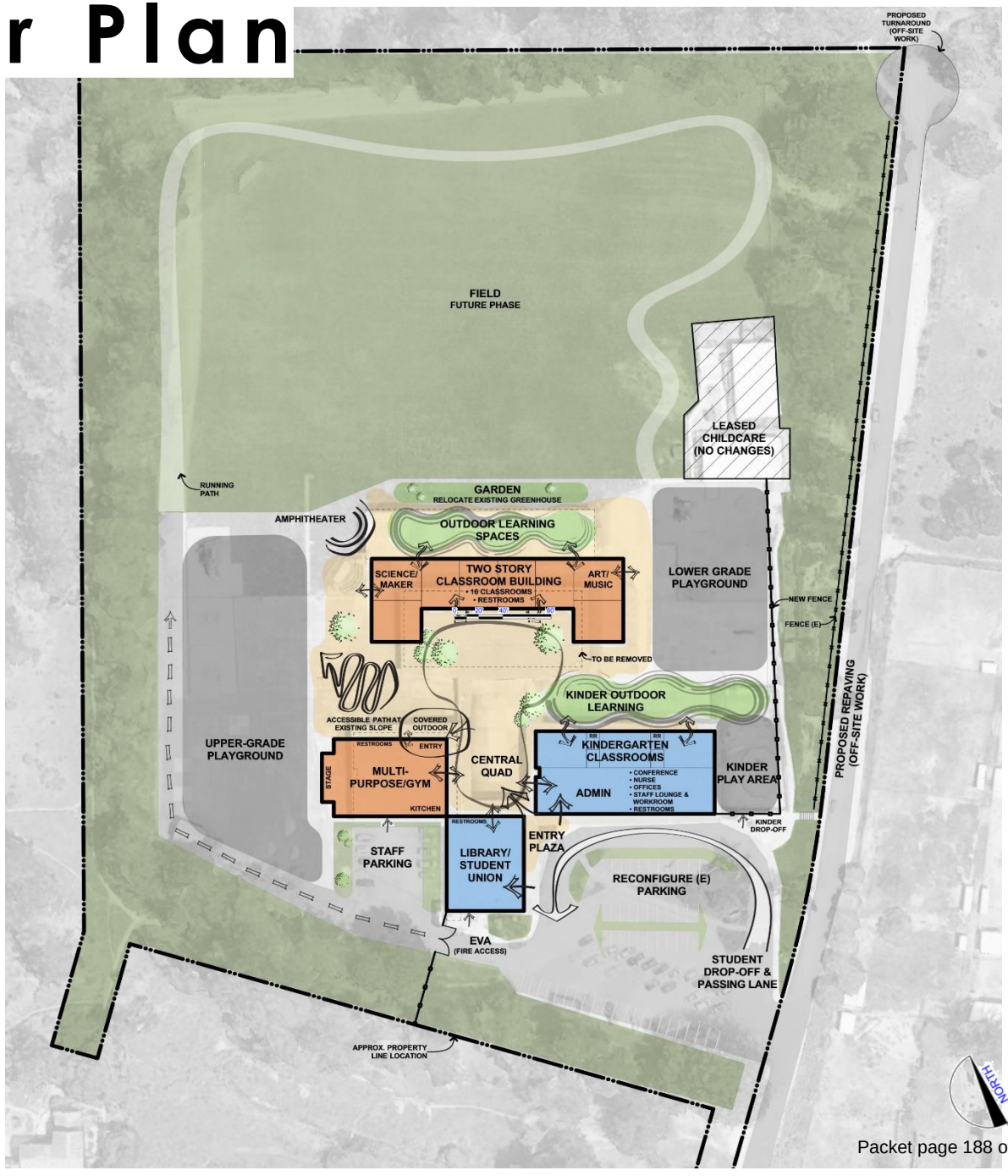
Original Draft Master Plan

Farallone View

Capacity after Master Plan: 310 Students

LEGEND

- NEW BUILDING
- RECONFIGURATION/ MODERNIZED BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- FUTURE GROWTH
- NEW PAVED OUTDOOR
- DEMOLISHED
- LEASED AREA
- COVERED WALKWAY
- RR RESTROOM
- (E) EXISTING
- K KINDERGARTEN



QUATTROCCHI KWOK ARCHITECTS

Draft Master Plan: Revised Demographics

Farallone View

Capacity: 238 Students, based on November 2020 Demographer's Report

LEGEND

- NEW SINGLE STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW TWO-STORY BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY

RR RESTROOMS

(E) EXISTING

K KINDERGARTEN

CLASSROOM COUNT

KINDERGARTEN:	3
1ST-5TH GRADE	8
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	13



QUATTROCCHI KWOK ARCHITECTS

Draft Master Plan: Revised Demographics/ Reduced Costs

Farallone View

Capacity: 238 Students, based on November 2020 Demographer's Report

LEGEND

- NEW SINGLE STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW TWO-STORY BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY

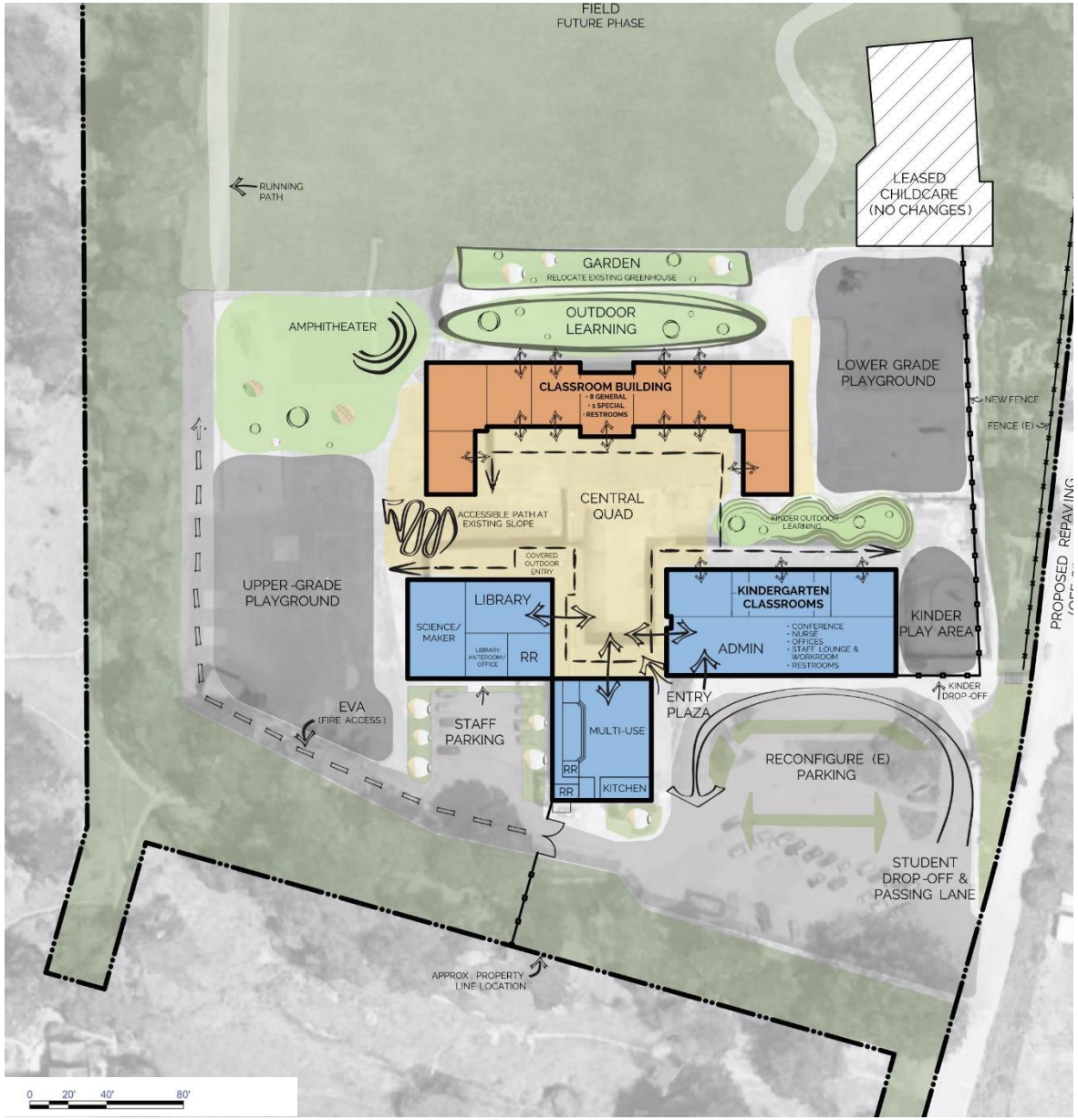
RR RESTROOMS

(E) EXISTING

K KINDERGARTEN

CLASSROOM COUNT

KINDERGARTEN:	3
1ST-5TH GRADE	8
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	13



QUATTROCCHI KWOK ARCHITECTS

EL GRANADA

Existing Site Plan

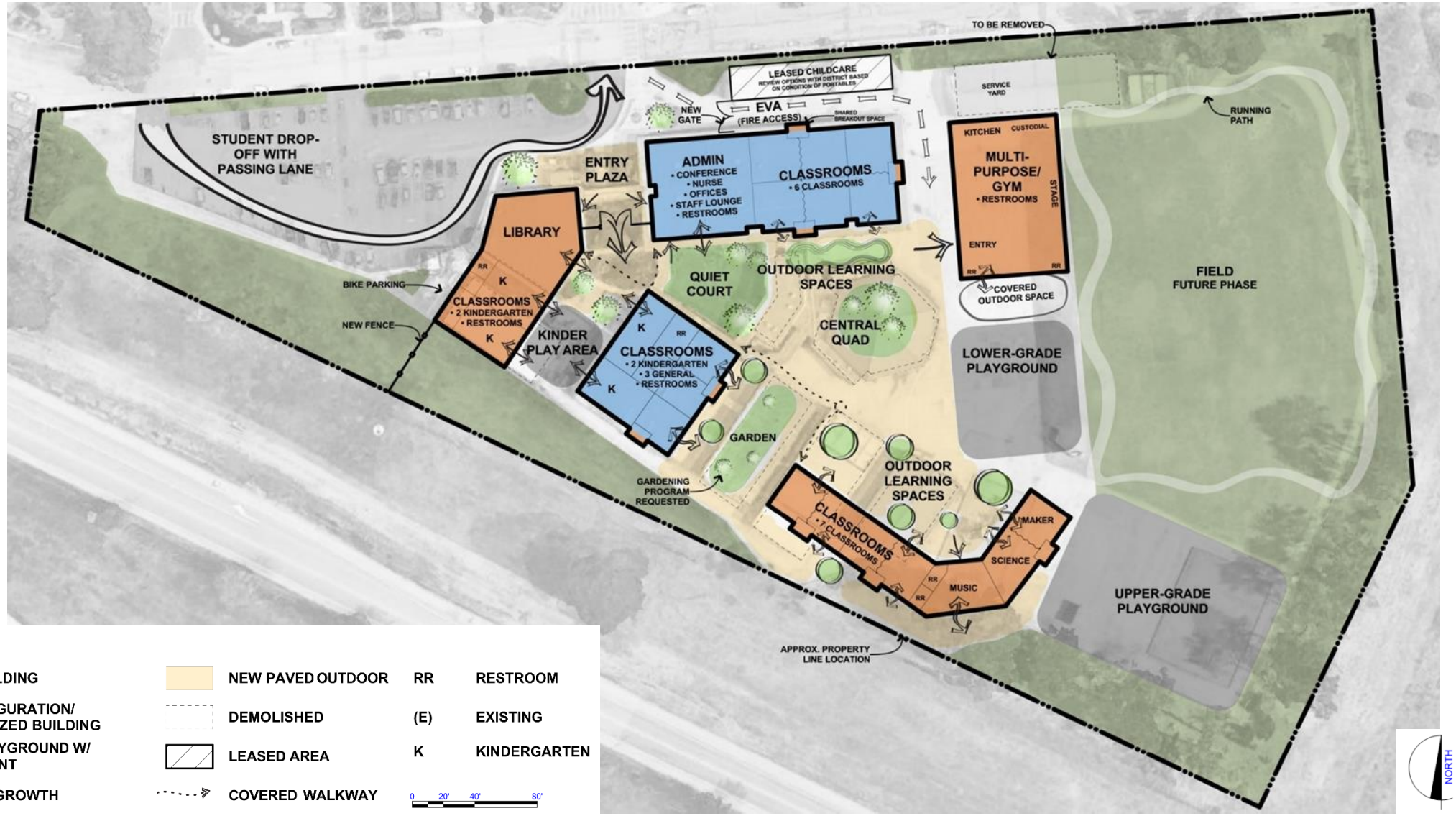
El Granada



QUATTROCCHI KWOK ARCHITECTS

Original June Draft Master Plan

El Granada Capacity after Master Plan: 425 Students



QUATTROCCHI KWOK ARCHITECTS

Draft Master Plan: Revised Demographics

El Granada Capacity: 296 Students, based on November 2020 Demographer's Report

CLASSROOM COUNT

KINDERGARTEN:	3
1ST-5TH GRADE:	9
SPECIAL EDUCATION:	3
ART:	1
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	18

LEGEND

- NEW ONE-STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY
- RR RESTROOMS
- (E) EXISTING
- K KINDERGARTEN



QUATTROCCHI KWOK ARCHITECTS

Draft Master Plan: Revised Demographics/ Cost Savings

El Granada

Capacity: 296 Students, based on November 2020 Demographer's Report

CLASSROOM COUNT

KINDERGARTEN:	3
1ST-5TH GRADE:	9
SPECIAL EDUCATION:	3
ART:	1
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	18

LEGEND

- NEW ONE-STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY
- RR RESTROOMS
- (E) EXISTING
- K KINDERGARTEN



QUATTROCCHI KWOK ARCHITECTS

Half Moon Bay High School

QUATTROCCHI KWOK ARCHITECTS

Half Moon Bay High School:



QUATTROCCHI KWOK ARCHITECTS

High School Prioritization:

Master Plan Project Cost (construction and non construction costs)	$34,475,481
Deferred to future phase:	
• Building K : selected roofing, exterior finishes, utility upgrades	$4,804,327
• Selected Roofing	$1,944,709
• Building E Administration: approximately 70%	$1,155,705
• 50% of Site Work	$632,030
• Work at Portable Buildings	$664,042
Cost Reduction	($9,200,813)
Total Phase One Project Cost	$25,274,688

Preliminary Costs

QUATTROCCHI KWOK ARCHITECTS

Probable Costs

Summary Costs INCLUDING:

- Construction Costs With Contractor Markups
- Change Order & Design Contingencies
- Non-Construction Costs Including DSA, Design, Testing, Inspection, etc.
- Construction Escalation – Assumed Construction Mid-Point in 2023
- Temporary Housing Rental and Setup

Excluding Furniture & Equipment, Off-site Work and Onsite Energy Generation (wind and solar)

Project Costs & District Available Funds

District Current Available Funds:		
Remaining Funds from prior Bond Sale		$2,700,000
Measure S:	$23,000,000	
Measure M:	$64,000,000	
Interest:	$1,000,000	
Total Funds		**$90,700,000**
Committed Use of Funds:		
Technology, Furniture and Solar	$6,700,000	
Deferred Maint./Repairs on Other Sites (Roofing, HVAC, Paving, Carpet, Plumb. & Elect.)	$7,000,000	
Total Committed Funds		<$13,700,000>

Funds for First Phase Projects:
Half Moon Bay HS, El Granada & Farallone View **$77,000,000**

*Preliminary Number: Approximate

QUATTROCCHI KWOK ARCHITECTS

Project Costs & District Available Funds:

	Farallone View	El Granada	High School	High School w/Cost Savings	$ Total
June Master Plan with High School	$56,038,318	$51,749,305	$34,919,380		$142,707,003
June Master Plan with High School	$56,038,318	$51,749,305		$25,274,668	$133,062,291
November revised Demographics	$43,038,318	$49,799,305		$25,274,668	$118,112,291
November revised Demographics w/Cost savings	$37,604,229	$45,934,520		$25,274,668	$108,813,417
November revised Demographics w/Cost savings w/o High School	$37,604,229	$45,934,520			$83,538,749

QUATTROCCHI KWOK ARCHITECTS

Other Options
Consolidated Elementary School Campus

Draft Master Plan: Consolidated

Farallone View

Capacity: 550 Students

LEGEND

- NEW SINGLE STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW TWO-STORY BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY

RR RESTROOMS

(E) EXISTING

K KINDERGARTEN

CLASSROOM COUNT

KINDERGARTEN:	4
1ST-5TH GRADE:	18
SPECIAL EDUCATION:	3
ART:	1
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	28



QUATTROCCHI KWOK ARCHITECTS

Draft Master Plan: Consolidated

El Granada Capacity: 550 Students

CLASSROOM COUNT

KINDERGARTEN:	4
1ST-5TH GRADE:	18
SPECIAL EDUCATION:	3
ART:	1
SCIENCE/MAKER:	1
MUSIC:	1
TOTAL =	28

LEGEND

- NEW ONE-STORY BUILDING
- RECONFIGURATION/-MODERNIZED BUILDING
- NEW TWO-STORY BUILDING
- NEW PLAYGROUND W/ EQUIPMENT
- NEW PAVED OUTDOOR
- LANDSCAPE AREA
- LEASED AREA
- COVERED WALKWAY
- RR RESTROOMS
- (E) EXISTING
- K KINDERGARTEN



QUATTROCCHI KWOK ARCHITECTS

Project Costs & District Available Funds:

	Farallone View	El Granada	High School	High School w/Cost Savings	$ Total
June Master Plan with High School	$56,038,318	$51,749,305	$34,919,380		$142,707,003
June Master Plan with High School	$56,038,318	$51,749,305		$25,274,668	$133,062,291
November revised Demographics	$43,038,318	$49,799,305		$25,274,668	$118,112,291
November revised Demographics w/Cost savings	$37,604,229	$45,934,520		$25,274,668	$108,813,417
November revised Demographics w/Cost savings w/o High School	$37,604,229	$45,934,520			$83,538,749
Consolidated Campus	$62,538,318			$25,274,668	$87,812,986
Consolidated Campus		$60,524,305		$25,274,668	$85,798,973

QUATTROCCHI KWOK ARCHITECTS

QUATTROCCHI KWOK ARCHITECTS

Next Steps

- Board Input
- Work with Schools & Board to Prioritize Projects
- Develop Implementation Plan - First Phase Project List
- During Design – Seek additional funding & reduce costs



Questions/ Thoughts?

Thank You!

QUATTROCCHI KWOK ARCHITECTS



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: February 11, 2021
TO: Members of the Governing Board
FROM: J Jesus Contreras, Chief Business Officer
Jason Owens, Personnel and Pupil Services Director
CATEGORY: Action
ITEM TITLE: Approval of CUSD/CSEA Tentative Agreement and AB 1200

BACKGROUND INFORMATION

Cabrillo Unified School District (CUSD) and California School Employees Association (CSEA) reached a tentative agreement (TA) which includes a proposal for a retroactive 3% salary increase for the 2019-2020 school year (retroactive to July 1, 2019) as well as an additional 3% salary increase for the 2020-2021 school year (effective July 1, 2020).

On October 15, and November 17, 2020, CUSD received information about local San Mateo County taxes indicating CUSD would be able to remain in Basic Aid status for the 2020-2021 school year rather than revert to LCFF status (and therefore not be subject to the lower funding levels contained in the state budget). This “flip” in funding status is due to a combination of events:

1) a spike in local property taxes and 2) a decline in enrollment. Consequently, CUSD now anticipates a positive ending fund balance for the third out year (2022-2023), allowing us to propose this now.

Based on that updated revenue information in November, CUSD is now able to afford employee compensation increases while maintaining its fiscal solvency as required by state law and as advised by the San Mateo County Office of Education. CUSD has stated throughout the negotiations process we would propose to increase salaries when it could do so responsibly in both short and long terms. CUSD and CSEA reached a tentative agreement on December 18, 2020.

On February 3, 2021, SMCOE approved the proposed AB 1200 for our CUSD CSEA agreement. Final approval of this agreement is presented now to the Board for final approval.

FISCAL ANALYSIS

Three percent (3%) salary increase for the 2019-2020 school year (retroactive to July 1, 2019) as well as an additional three percent (3%) salary increase for 2020-2021 school year (effective July 1, 2020).

RECOMMENDATION

Final approval of AB 1200 for approval of CUSD/CSEA tentative agreement.

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:	**California School Employees Association (CSEA)**
Certificated, Classified, Other:	**Classified**

The proposed agreement covers the period beginning: **July 1, 2018** (date) and ending: **June 30, 2021** (date)

The Governing Board will act upon this agreement at its meeting on: **2/11/2021** (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)	$ 4,618,743	$ 128,548	$ 260,991	$ -
			2.783%	5.498%	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.	$ 1,389,780	$ 41,687	$ 84,636	$ -
			3.000%	5.913%	0.0000%
5	**Health/Welfare Plans:**	$ -	$ -	$ -	$ -
			%	%	%
	Description of health & welfare plans:				
6	**Total Compensation** - Increase (Decrease) (Total Lines 1-5)	$ 6,008,523	$ 170,235	$ 345,627	$ -
7	**Total Number of Represented Employees** (Use FTEs if appropriate)	103.00			
8	**Total Compensation Average Cost per Employee**	58,335.17	1,652.77	3,355.60	0
			2.83%	5.59%	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"?

2019-2020 reopener for the 2019-2020 and 2020-2021 school years as part of the 2018-2021 Collective Bargaining Agreement. Effective July 1, 2019, the CSEA bargaining unit shall receive a 3% on schedule salary increase for the 2019-2020 school year. Effective July 1, 2020, the CSEA bargaining unit shall receive a 3% on schedule salary increase for the 2020-2021 school year.

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. Effective January 1, 2021, Anthem Blue Cross shall be replaced with Sutter Health and United Health.

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

None

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.

The parties agree during 2021-2024 successor negotiations to engage in a comprehensive analysis of longevity increments to address compensation increases that have not been applied to longevity. The parties agree to discuss language addressing compensation parity across bargaining units as part of the 2021-2024 successor negotiations.

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 will occur temporarily, in the General Fund, 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.

Article XV- 15.6.2--A written notice of layoff shall be given to the affected employees no later than 60 days (was 45 days) prior to the effective date of the layoff. Article XV- 15.6.3 also changed from 45 days to 60 days.

G. Source of Funding for Proposed Agreement

1. Current Year

General Fund, Adult Fund, Child Development Fund, Child Nutrition Fund and Building 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.?

For the General Fund, primarily funded from expected annual property tax growth as this district is projected to be Basic Aid/Community Funded for the forseeable future. All other funds, except Child Nutrition Fund, are projected to be self-sufficient. Child Nutrition Fund cost increases are projected to be covered by the General Fund.

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: California School Employees Association (CSEA)

	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	$ 167,587	$ -	$ 2,837,029
Employee Benefits (3000-3999)	$ 5,110,397	$ 50,426	$ 149,114	$ 5,309,937
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	$ 218,013	$ 920,126	$ 22,374,326
OPERATING SURPLUS (DEFICIT)	$ 9,821,668	$ (218,013)	$ (920,126)	$ 8,683,529
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ 500,000	$ -	$ -	$ 500,000
CONTRIBUTIONS (8980-8999)	$ (7,881,971)	$ (288,738)	$ (291,673)	$ (8,462,382)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ 1,439,697	$ (506,751)	$ (1,211,799)	$ (278,853)
BEGINNING BALANCE	$ 5,384,729			$ 5,384,729
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 6,824,426	$ (506,751)	$ (1,211,799)	$ 5,105,876
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	$ (506,751)	$ (1,211,799)	$ 5,070,376

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Enter Bargaining Unit: California School Employees Association (CSEA)

	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	$ 221,952	$ -	$ 3,298,358
Employee Benefits (3000-3999)	$ 4,027,232	$ 66,786	$ 47,268	$ 4,141,286
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	$ 288,738	$ 291,673	$ 18,506,909
OPERATING SURPLUS (DEFICIT)	$ (8,500,113)	$ (288,738)	$ (291,673)	$ (9,080,524)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ -	$ -	$ -	$ -
CONTRIBUTIONS (8980-8999)	$ 7,881,971	$ 288,738	$ 291,673	$ 8,462,382
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: California School Employees Association (CSEA)

	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	$ 389,539	$ -	$ 6,135,387
Employee Benefits (3000-3999)	$ 9,137,629	$ 117,212	$ 196,382	$ 9,451,223
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	$ 506,751	$ 1,211,799	$ 40,881,235
OPERATING SURPLUS (DEFICIT)	$ 1,321,555	$ (506,751)	$ (1,211,799)	$ (396,995)
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	$ * (506,751)	$ (1,211,799)	$ (896,995)
BEGINNING BALANCE	$ 6,030,945			$ 6,030,945
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 6,852,500	$ (506,751)	$ (1,211,799)	$ 5,133,950
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	$ (506,751)	$ (1,211,799)	$ 5,070,376

*** 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: California School Employees Association (CSEA)

	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)	$ 6,135,387	$ 6,052,441	$ 6,158,358
Employee Benefits (3000-3999)	$ 9,451,223	$ 9,591,164	$ 10,281,599
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	$ 40,881,235	$ 38,055,847	$ 39,163,555
OPERATING SURPLUS (DEFICIT)	$ (396,995)	$ 215,246	$ (368,243)
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	$ (896,995)	$ (284,754)	$ (868,243)
BEGINNING BALANCE	$ 6,030,945	$ 5,133,950	$ 4,849,196
CURRENT-YEAR ENDING BALANCE	$ 5,133,950	$ 4,849,196	$ 3,980,953
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)	$ 5,070,376	$ 4,785,622	$ 3,917,379

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)	$ 41,381,235	$ 38,555,847	$ 39,663,555
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	$ 1,241,437	$ 1,156,675	$ 1,189,907

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

a.	General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties)	$ 5,070,376	$ 4,785,622	$ 3,917,379
b.	Special Reserve Fund (Fund 17) Unassigned Fund Balance	$ 74,611	$ 74,611	$ 74,611
c.	Total Available Reserves	$ 5,144,987	$ 4,860,233	$ 3,991,990
d.	Reserve for Economic Uncertainties Percentage	12.43%	12.61%	10.06%

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 California School Employees Association - CSEA (Bargaining Unit), during the term of the agreement from July 1, 2018 to June 30, 2021.

Sean McPhetridge, Superintendent	**Date**
J Jesus Contreras, Chief Business Officer	**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.

Sean, McPhetridge, Superintendent	**Date**
J Jesus Contreras	(650) 712-7135 Phone
Lizet Cortes, President or Clerk of the Governing Board	**Date**

Tentative Agreement Between
Cabrillo Unified School District (District) and
California School Employees Association (CSEA) and its Cabrillo Chapter 485

2019-2020 Reopener for the 2019-2020 and 2020-2021 School Years

The District and CSEA agree that the provision of the 2018-2021 Collective Bargaining Agreement shall remain in full force and effect except as specifically modified below. All attached tentative agreements are incorporated into the Collective Bargaining Agreement by reference.

Article VI: Salary

6.7 Salary Increase: 2018-2019 School Year: Effective July 1, 2018 the CSEA bargaining unit shall receive a 3% on schedule salary increase for the 2018-2019 fiscal year. This shall complete negotiations for the 2018-2019 school year. Due to current economic uncertainties facing the District, the parties agree to meet in the Fall of 2019 to begin negotiations for the 2019-2020 school year pursuant to Article XXII (Duration).

Effective July 1, 2019, the CSEA bargaining unit shall receive a 3% on schedule salary increase for the 2019-2020 school year. Effective July 1, 2020, the CSEA bargaining unit shall receive a 3% on schedule salary increase for the 2020-2021 school year.

The parties agree during 2021-2024 successor negotiations to engage in a comprehensive analysis of longevity increments to address compensation increases that have not been applied to longevity.

The parties agree to discuss language addressing compensation parity across bargaining units as part of the 2021-2024 successor negotiations.

Article VIII: Health and Welfare

8.1.1 Employees will have a choice of Anthem Blue Cross or Kaiser medical insurance, during the open enrollment period of the maximum premium paid will be calculated by the end of the first full week in October each year. Deductions will take effect on the October payroll warrant. **Effective January 1, 2021, Anthem Blue Cross shall be replaced with Sutter Health and United Health.**

Article XV: Layoff, Effects and Reemployment

15.6.2 A written notice of layoff shall be given to the affected employees no later than ~~forty-five (45)~~ **sixty (60)** days prior to the effective date of the layoff.

15.6.3 Notice of layoff may be given in less than ~~forty-five (45)~~ **sixty (60)** days when a financial inability to pay salaries of classified employees or a lack of work resulting from causes not foreseeable or preventable by the Governing Board exists.

Signed by:

For CSEA:	For District:
_____	_____
Stig Lynne	Jason Owens
_____	_____
Diane Paoli	Sean McPhetridge
_____	_____
Catherine Gray	Tami Culkar
_____	
Shane Modena	
_____	
David Wood	

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: February 11, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Selection of CSBA Delegates Assembly on Ballot for San Mateo County Sub-region 5-B

BACKGROUND INFORMATION

The California School Boards Association conducts annual elections in various regions to elect representatives to its State Delegate Assembly. The Cabrillo Unified School District is located in Sub-region 5-B (San Mateo County), and there are several candidates seeking to become delegates who will then serve two-year terms beginning April 1, 2021 and ending March 31, 2023. The candidates are listed below.

- Carrie Du Bois (Sequoia Union HSD) (Incumbent)
- Gregory Land (San Mateo Union HSD) (Incumbent)
- Daina Lujan (South San Francisco USD)

REPORT/PROPOSAL

This is an opportunity for the Board to continue to serve as an active, contributing member of the California School Boards Association by participating in this year's Delegate Assembly election process and casting a vote for candidates in Sub-region 5-B. A sample ballot is included in this packet.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Select CSBA Delegates Assembly on Ballot for San Mateo County Sub-region 5-B.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "✕" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
SUBREGION 5-B
(San Mateo County)

Number of vacancies: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

**denotes incumbent*

☐ Carrie Du Bois (Sequoia Union HSD)*

☐ Gregory Land (San Mateo Union HSD)*

☐ Daina Lujan (South San Francisco USD)

_____ _____
Provision for Write-in Candidate Name *School District*

_____ _____
Signature of Superintendent or Board Clerk *Title*

_____ _____
School District Name *Date of Board Action*

COPY

See reverse side for list of all current Delegates in your Region.

REGION 5 – 10 Delegates (7 elected/3 appointed◈)

Director: Alisa MacAvoy (Redwood City ESD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 5-A (San Francisco)
Jenny Lam (San Francisco County USD)◈, appointed term expires 2021
Vacant (San Francisco County USD)◈, appointed term expires 2021
Vacant (San Francisco County USD)◈, appointed term expires 2022

Subregion 5-B (San Mateo)
Carrie Du Bois (Sequoia Union HSD), term expires 2021
Eddie Flores (South San Francisco USD), term expires 2022
Clayton Koo (Jefferson ESD), term expires 2022
Gregory Land (San Mateo Union HSD), term expires 2021
Vacant, term expires 2021
Vacant, term expires 2022

County Delegate:
Beverly Gerard (San Mateo COE), term expires 2021

Counties

San Francisco (Subregion A)
San Mateo (Subregion B)