Special Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session & Closed Session • Friday, April 22, 2022 • 2:00 PM

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

The Cabrillo Unified School District Governing Board values the health and safety of our community and staff. We also honor the public's need and right to meaningfully participate and comment in public proceedings, and in light of the current health emergency, the CUSD Governing Board will hold its meetings remotely via teleconference using Zoom technology. This decision is consistent with AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders N25-20 and N29-20 addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency. There will not be a physical location for this meeting.

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 Written Comments in Advance:

Members of the public wishing to provide comments in advance of the meeting may submit a Public Comments form bit.ly/cusdcomments or email to the Administrative Assistant. Written comments will be accepted from the time the agenda is posted right up one hour before the meeting start time. Comments will be read out loud by the Board President or a Designee. 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 and the public.

2. Provide Live Comment Using the Zoom Hand Raise Feature:

Members of the public wishing to speak during the meeting must use the 'Raise Hand' feature. During the meeting, the President or Designee will announce the opportunity for public comments.

To raise your hand in a webinar:

- If watching on a device, use the 'Raise Hand' feature in Zoom webinar controls.
- If listening from a phone, dial *9 to raise your hand.

When acknowledged by Board President or Designee, you may be prompted to unmute. After the allowed time, speakers will be placed on mute. Individuals are given up to three (3) minutes to speak. However, with Board consent, the President may increase or decrease the time allowed, depending on the topic and the number of persons wishing to be heard. The Administrative Assistant will keep the time and advise the speaker when there are 30 seconds left and again when time is up. We ask all speakers to keep within the time limits.

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 - 2:00 PM - Welcome

1. Roll Call / Quorum
2. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. GENERAL BUSINESS

a. Adoption of Resolution No. 11-2022, Designating Authorized Representatives of Cabrillo Unified School District as Signatories Effective April 22, 2022 (Action)

3.a Board_Memo_Resolution_Authorized_Representatives_April-2022.pdf (p. 4)

3.a.1 Board_Resolution_No.11-2022_Signatories.pdf (p. 5)

4. CLOSED SESSION

a. Public Comments on Closed Session Topics

b. Adjourn to Closed Session

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

1. **Conference with Legal Counsel - Existing Litigation (Government Code, § 54956.9, subd. (d)(1))**

Name of case: Cabrillo Unified School District v. West Bay Builders, Inc. nka Thompson Builders Corporation, et al., San Mateo County Superior Court Case No. 17CIV00937.

2. **Conference with Labor Negotiators (Government Code §54957.6)**

    - **District-designated representatives:** Dr. Sean McPhetridge, Superintendent
    - **Employee organizations:** Cabrillo Unified Teachers' Association, California School Employees' Association Chapter 485, and Unrepresented

3. **Public Employee Performance Evaluation (Government Code §54957)**

    - **Title:** Superintendent

c. Reconvene to Open Session

1. Closed Session Action Report: If applicable

5. 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: April 22, 2022
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
CATEGORY: Action
ITEM TITLE: Approval of Resolution No. 11-2022, Designating Authorized Representatives of Cabrillo Unified School District as Signatories Effective April 22, 2022

BACKGROUND INFORMATION

The Governing Board of the Cabrillo Unified School District, under the authority of the Education Code 42632, shall designate authorized representatives as signatories as specified on the attached Resolution.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve the updated list of authorizes signatories.

RESOLUTION NO. 11-2022
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

DESIGNATING AUTHORIZED REPRESENTATIVES OF
CABRILLO UNIFIED SCHOOL DISTRICT AS SIGNATORIES

WHEREAS, Education Section 42632 states: "each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders"; and

WHEREAS, Education Section 42632 requires that the signatures authorized under Education Code Section 42632 shall be filed with the County Superintendent of Schools; and

WHEREAS, the Governing Board of the Cabrillo Unified School District has authorized any two of the following six officers' or employees' signatures on district orders:

Name	Title
Sean McPhetridge	Superintendent
Jesus Contreras	Chief Business Officer
Jennifer Marsh	Interim Chief Business Officer
Leticia Bhatia	Assistant Superintendent, Curriculum & Instruction
Martha Ladd	Director of Educational Support Services
Bianca Forrester	Director Pupil and Personnel Services

IT IS HEREBY RESOLVED that the County Superintendent be notified of this action on the Authorized Signature Form, issued by said County Superintendent.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 22nd day of April, 2022, 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:

_____
Sophia Layne
Clerk to the Governing Board
Cabrillo Unified School District

Attested by:

_____	_____
Sean McPhetridge, Ed.D. Secretary to the Governing Board Cabrillo Unified School District	Nancy Magee County Superintendent San Mateo County Office of Education