Special Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Saturday, March 25, 2023 • Public Session: 9:00 AM • Closed Session: Immediately Following the Public Session

District Office Board Room, 498 Kelly Avenue, Half Moon Bay, California 94019

In compliance with the Americans with Disabilities Act, 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. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or services.

Documents provided to a majority of the Governing Board regarding an open session item on the agenda will be made available for public inspection in the District Office located at 498 Kelly Avenue, Half Moon Bay, California, during normal business hours. In addition, such writings and documents are posted on the District's website, www.cabrillo.k12.ca.us.

PUBLIC COMMENTS GUIDELINES

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. There are two ways in which members of the public may provide comments:

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 at: bit.ly/cusdcomments. Written comments will be accepted from when the agenda is posted up to 3:00 pm on Friday, March 24, 2023. 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 Comments In-Person During Meeting:

A person wishing to be heard by the Board during the meeting should submit a "Request to Address the Board" slip to the Administrative Assistant to the Superintendent prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the Board President, please proceed to the podium and comment as briefly as the subject permits.

Individual speakers will be allowed three (3) minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances, when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint. The Administrative Assistant will keep the time and advise the speaker when there are 30 seconds left and again when the time is up. We ask speakers to keep within the time limits.

- Closed Session Items: may be addressed under Public Comment on Closed Session Topics.
- Agenda Items: may be addressed after the conclusion of the staff presentation on the item.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The Cabrillo Unified School District 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 Cabrillo Unified School District Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

1. OPENING BUSINESS

a. Call Public Session to Order - 9:00 AM - Welcome

b. Roll Call / Quorum

c. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. GENERAL BUSINESS

a. Approval of Half Moon Bay High School Advancement Via Individual Determination Program (AVID) Field Trip to various colleges in Southern California, April 1 - 5, 2023 (Action)

3.a Board Memo HS Overnight AVID Field Trip 2023.pdf (p. 4)

4. WORK STUDY SESSION

a. Steering Committee Update on Mission and Vision (Work Session)

4.a Board Memo Equity Audit and Strategic Plan Input.pdf (p. 5)

4.a.1 Strategic Plan Work Session Mar 25 2023.pdf (p. 6)

5. CLOSED SESSION

a. Public Comments on Closed Session Topics

b. Adjourn to Closed Session

Board Members will meet privately 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(d)(1))**

   Name of case: In Re: Juul Labs, Inc., Marketing, Sales Practices, and Products Liability Litigation – Case No. 3:19-md-02913-WHO

2. **Conference with Legal Counsel – Anticipated Litigation**

   Initiation of litigation pursuant to Government Code § 54956.9(d)(4).
   Number of potential cases: One case

3. **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

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

   Title: Superintendent

c. Reconvene to Open Session

1. Closed Session Action Report: If applicable

6. ADJOURNMENT

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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: March 25, 2023
TO: Members of the Governing Board
FROM: Bianca Forrester, Director of Personnel and Pupil Services
James Barns, Coordinator of Student Services
CATEGORY: Action
ITEM TITLE: Approval of Half Moon Bay High School Advancement Via Individual Determination Program (AVID) Field Trip to various colleges in Southern California, April 1 - 5, 2023

BACKGROUND INFORMATION

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

Kate Walera, Tracy Yerby, and Janelle Bracamontes, teachers/advisors, Half Moon Bay High School AVID Program, are requesting that the Governing Board approve a field trip to visit various colleges in Southern California, April 1 - 5, 2023. There will be approximately 27 students, and they will be chaperoned by three certificated staff members. The students and teachers will travel from Half Moon Bay to Southern California by SPAB (Student Pupil Activity Bus) certified charter bus, United Coach Tours, (650) 873-3138. The travel party will be staying at three different hotels; see below.

Day 1	**Depart Half Moon Bay High School** **Colleges**: California Polytechnic State University in San Luis Obispo, California **Hotel:** Best Western Canoga Park Inn, 20122 Vanowen St. Canoga Park, CA 91306
Day 2	**Colleges:** Loyola Marymount University, Los Angeles, California University of California Los Angeles, in Los Angeles, California **Hotel**: Best Western Canoga Park Inn, 20122 Vanowen St. Canoga Park, CA 91306
Day 3	**Colleges:** University of Southern California, Los Angeles, California California State University Fullerton in Fullerton, California **Hotel**: Best Western Plus Raffles Inn & Suites, 2040 S. Harbor Blvd, Anaheim, CA 92802
Day 4	**Colleges:** Chapman University, Orange California Fashion Institute of Design and Merchandising, Los Angeles, California **Hotel:** Best Western Woodland Hills, 21830 Ventura Blvd. Woodland Hills, CA
Day 5	**Drive back to Half Moon Bay**

FISCAL ANALYSIS

There is no financial impact to the General Fund. This trip is funded by the AVID Club Funds and LCAP.

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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: March 25, 2023
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
CATEGORY: Work Session
ITEM TITLE: Steering Committee Update on Mission and Vision

BACKGROUND INFORMATION

Cabrillo Unified School District's Governing Board identified the need to engage in an equity audit that could help inform a renewed strategic plan for the district. An equity audit focuses on the fairness of district programs and the access provided to students and families through our current policies, programs, and practices. CUSD's strategic plan will ultimately support our organization in affirming, defining, and renewing a vision and mission while identifying goals and objectives that will help CUSD achieve that vision for all students and families.

On June 9, 2022, the CUSD governing board reviewed and approved a contract with the Insight Education Group to help CUSD facilitate Board, community, and staff engagement to engage in an equity audit that will support the development of a strategic plan. Beginning Fall 2022, Insight Education engaged in an equity audit process to identify ways that will ensure our policies, practices, and outcomes are more equitable for all students and adults. Insight Education is currently unpacking CUSD data inclusive of two types of data: quantitative data and qualitative data. Quantitative data included data not limited to state and local assessment performance indicators, attendance indicators, engagement indicators, and student demographic data. Qualitative data included student, staff, and educational partner surveys and interviews. Starting in January of 2023, Insight Education and CUSD convened a cross-section of stakeholders to advise the development of CUSD's next Strategic Plan. The Steering Committee is responsible for analyzing feedback and providing suggestions for revisions based on trends in the equity audit feedback data.

This session will provide our Governing Board with an update on our steering committee recommendations and will also obtain feedback from our Governing Board on our current draft of core beliefs, vision, and mission for the Cabrillo Unified School District.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information only.

CABRILLO UNIFIED SCHOOL DISTRICT

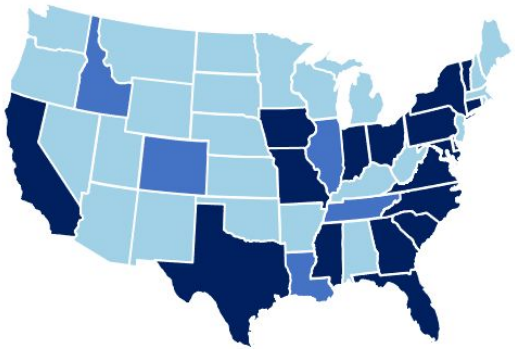
Every Student, Every Day!

Strategic Plan Board Work Session

Cabrillo Unified School District

March 25, 2023

Our Partner



Insight EDUCATION GROUP

Insight's impact on education in the US and internationally

20+	250K	4M	$500+M
States & DC	Educators	Students	Grants Won for Districts

Shaping public education to help every student realize their amazingness.

Agenda

- Work Session objectives
- Core values
- Vision
- Mission
- Closing and next steps

Today's Big Goal

Provide input on the draft core beliefs, vision, and mission for the Cabrillo Unified School District.

Today, we will...

- Examine the fundamental cause of the district (our why).
- Articulate key ideas for what we hope to achieve (our vision).
- Describe who we are, who we serve, and what we do (our mission).



Why Start with Why?

- How does Sinek's Golden Circle relate to core values of the district?
- What are the implications for developing the strategic plan?
- What are the implications for how we communicate the plan?

What is a Core Value?

A value is a way of being or belief that we hold most important. Living into our values means that we do more than profess our values, we practice them. We walk our talk – we are clear about what we believe and hold important, and **we take care that our intentions, words, thoughts, and behaviors align with those beliefs**.

- Brené Brown

What is a Core Value?



Accessed online from Futures Without Violence

Core values direct the behavior and decision-making of an organization's employees.

Jackson Public Schools (MS)



Core Values

At Jackson Public Schools, we believe in the importance of equity, excellence, growth mindset, relationships, relevance, and positive and respectful cultures.

EQUITY

Our vision of equity, put simply, is "all means all." We ensure equity by celebrating each scholar's individuality, interests, abilities and talents; providing each scholar in each school with equitable access to high-quality instruction, courses, and resources; and holding high expectations for all scholars to graduate college-ready and career-minded. Similarly, we recognize and value the individual abilities, experiences and talents of our staff; providing all staff with equitable access to opportunities for development and growth; and ensuring that such opportunities are provided through clear and transparent processes.

EXCELLENCE

High expectations for our scholars help to prepare them for college and career paths. High expectations from and for all adults foster ownership, consistency, and transparency. Every member of our district performs with an attention to detail and the quality that each task demands in order to achieve great outcomes.

GROWTH MINDSET

Our leaders—scholars and staff—thrive in environments where belief in their abilities is affirmed. Everyone in the organization embraces the ideal that effort and perseverance lead to success.

RELATIONSHIPS

It is essential to develop relationships through mutual respect of culture, social context, and community. This allows us to create a community of safety, trust, productive vulnerability, and genuine connection as we celebrate successes and value opportunities for constructive feedback.

RELEVANCE

Scholars experience relevant education that is engaging, motivating, and inspiring, leading to a lifelong commitment to learning. Our scholars must learn to connect with each other, the larger community, and the 21st-century world, ultimately developing agency to contribute to positive change in Jackson, in Mississippi, and in the world.

POSITIVE AND RESPECTFUL CULTURE

Scholars and staff thrive in learning environments where growth and achievement are the highest priorities and climates are safe, positive, and respectful. These environments engage and excite all scholars, leaving them hungry for more knowledge. All adults contribute to a positive and respectful culture allowing them to experience more productivity, increased retention, and joy at work.

Guilford County Schools (NC)



CORE VALUES

We believe in **developing people.**

We know that we are only as strong as our team and that as each person develops as a learner and a leader, our district becomes stronger. We are committed to investing in the development of our people through coaching, feedback, and training, as well as by fostering an environment that encourages personal development and professional growth. We believe that by supporting the growth of our team members will we all achieve our maximum potential.

We believe in **equity.**

We acknowledge that access to opportunities and success is not – and has not been – the same for all community members and that achieving equity begins by building this awareness in others. We also strive to uncover the causes of those imbalances, remove barriers, and advance equitable opportunities and outcomes for all.

We believe in **keeping students our priority.**

We approach our work with an open, curious mindset, committed to learning and relentlessly focused on our students' needs and interests. We make decisions and measure progress based on how well we are supporting our staff and improving outcomes for our students. Our passion for the success of our students motivates us to do what is needed to accomplish our goals.

We believe in **integrity.**

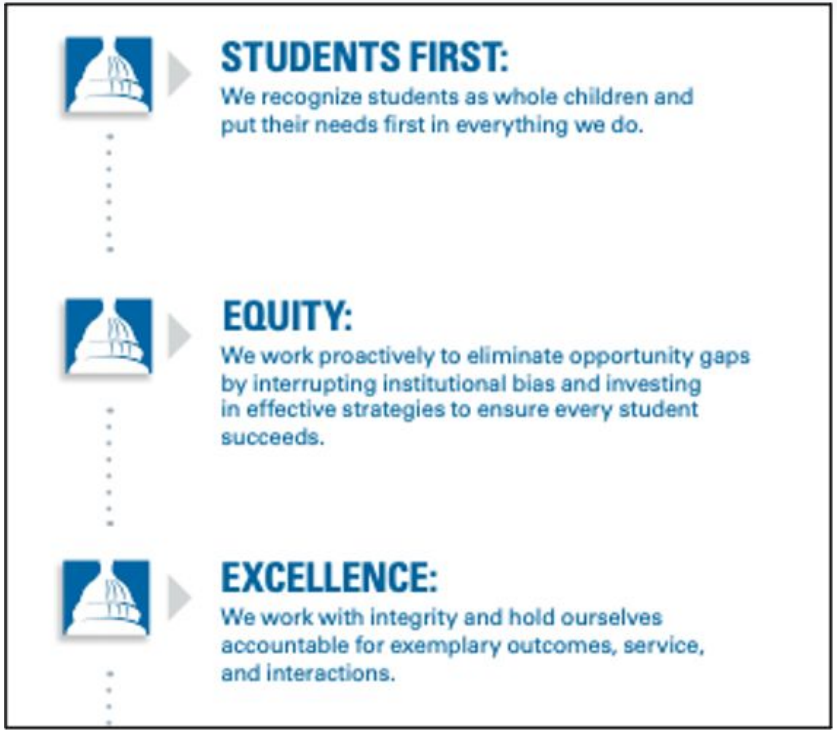
We strive to do the right thing, recognizing that what is right is not always what is easy. We operate with respect and kindness and are honest, transparent and responsive in our communication and actions. We collaborate openly and hold ourselves and each other accountable.

We believe in **joy.**

We see our work as much more than a job and we are here because we love what we do. We take pride in doing great work and celebrate our collective and individual successes. We cultivate positive relationships, express gratitude, and support and uplift one another.

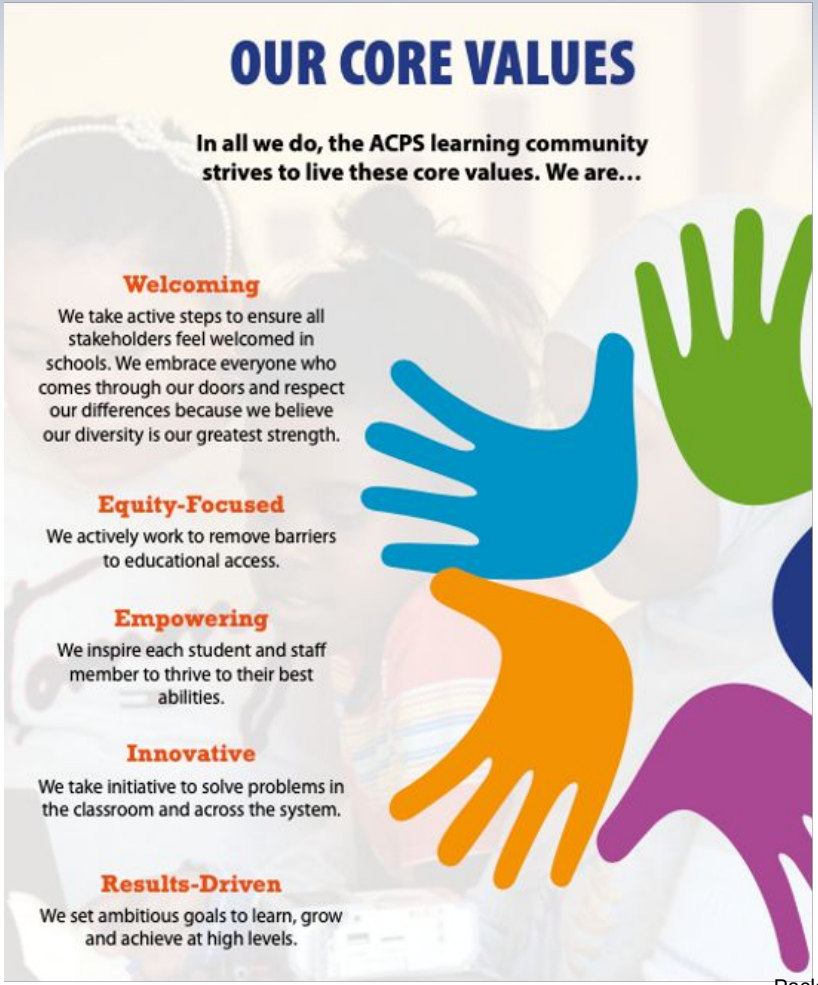
Waukee Community School District (IA)

District of Columbia Public Schools (DC)





Alexandria City Public Schools (VA)



Current Cabrillo Core Beliefs

We believe that...

Education is a partnership between student, family, school, and community
Each individual deserves the opportunity to reach their potential
High expectations promote success
Knowledge creates opportunity
Learning is a lifelong process that enriches the quality of life
Flexibility provides opportunity and promotes innovation
The well-being of the individual is essential to learning
Everyone has the right to be treated with respect
Education is essential to our democratic society
Accountability guides continuous improvement
Leadership embraces responsible change
Excellence is worth the investment
Everyone has the right to be safe
Diversity enriches society
Everyone can learn

Feedback from Steering Committee

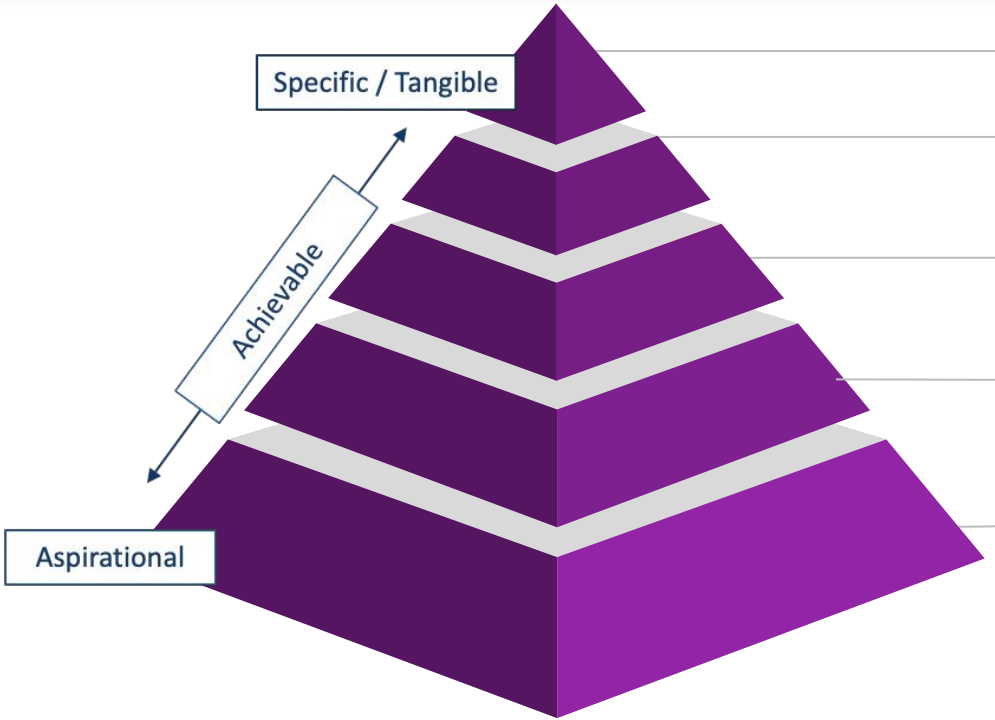


Debrief

What is compelling and/or not compelling about the samples shared?

What words represent values critical to CUSD?

Building on Core Values



Action

What do we have to do? How do we know?

Strategic Plan

How are we going to progress?

Mission

What do we do? Who do we do it for?

Vision

Where are we going? What do we aspire to achieve?

Core Values

What do we stand for?

Focus on Vision and Mission

Vision

Describes what the organization hopes to achieve or be in the future

Mission

Describes who the organization is, what it does, and who it serves

Sample Visions

"Making the best possible ice cream, in the nicest possible way."
- Ben & Jerry's

"To organize the world's information and make it universally accessible and useful."
- Google

"To make people happy."
- Disney

"To develop leaders who will one day make a global difference."
- Harvard

"We will help people live longer, healthier lives."
- CVS

"To reduce human trauma and economic costs associated with automobile accidents."
- Progressive

Sample District Visions

Inspiring learners who feel valued, challenged, and prepared to face tomorrow's opportunities.

We prepare scholars to achieve globally, contribute locally, and to be fulfilled individually.

Transforming learning and life outcomes for all students.

Every student feels loved, challenged, and prepared to positively influence society and thrive in life.

Empowering all students to thrive in a diverse and ever-changing world.

Statement from the CUSD Website

A Place for Students to Dream and Achieve

Cabrillo Unified School District schools create a space where your students learn, find their passions, and achieve their dreams. School should be a place where students discover their dreams and believe their dreams can come true.

Helping students find their passions and prepare academically for each stage of their educational journey is the most important work we do in the Cabrillo Unified School District (CUSD), from instilling a love of learning in our youngest students to offering the classes and experiences our middle and high school students need to achieve their goals.

Steering Committee Feedback

- Should include the core values
- Should be short and inspirational
- Should reflect where we are headed
- Use active voice
- Make sure administrators are included
- Working hand-in-hand towards the same goal
- Instill a love of learning / create lifelong learners
- Be aware and responsive to all types of learning
- Thrive in a diverse and changing world

Steering Committee Feedback

- Doing things with kindness
- Make students happy
- Develop leaders who will make a difference in the world
- Compelling words: valued, empowered, inspired, “every student”

Possible ideas for CUSD Vision:

- Equip students to be lifelong learners.
- Empower learners to belong and contribute to a diverse and increasingly global society.
- Equip learners to belong and become empowered members of a diverse and increasingly global society.

Debrief

What did you find compelling when reviewing the sample visions?

How might we weave those ideas into a vision statement for CUSD?

Focus on Vision and Mission

Vision

Describes what the organization hopes to achieve or be in the future

Mission

Describes who the organization is, what it does, and who it serves

Mission Statement

Describes what is unique about who we are	Describes what is unique about who we serve	Describes what is unique about what we do

How would you respond to these three prompts for Cabrillo Unified School District?

Sample Missions

Sample 1: We ensure success by inspiring students and addressing barriers to learning.

Sample 2: We develop scholars through world-class learning experiences to attain an exceptional knowledge base, critical and relevant skill sets, and the necessary dispositions for great success.

Sample 3: Ensure that every school guarantees that students reach their full potential through rigorous and joyful learning experiences provided in a nurturing environment.

How well does each mission describe what is unique about:

- Who the district is?
- Who they serve?
- What they do?

Sample Missions (continued)

How well does this mission describe what is unique about:

Who the district? Who they serve? What they do?

Waukee Community Schools is a rapidly growing and increasingly diverse school district. We believe every individual's unique background and culture enhance our schools. By focusing on the joy of learning and growth for everyone, we create a dynamic work environment for our staff while engaging our students, families and the community through innovative educational experiences.

Steering Committee Feedback

Who We Are:

- Diverse community - culturally, racially, and economically
- Small community
- Resourceful
- Resilient
- Unique natural resources
- Athletic
- Bilingual
- True neighborhood community that works as a cohesive team with the district
- Unified
- Longevity / stability

Who We Serve:

- Students preschool through adult school
- ELL students
- Students with learning differences
- Stable enrollment
- Advanced students
- Diverse cultures
- Diverse languages
- Families
- Everyone - if you come, we will serve you
- Legacy

Steering Committee Feedback

What We Do:

- Try to make sure our diverse population is involved in all programs in our school
- Value unique backgrounds and cultures
- Academics
- SEL
- Mental health (direct service, targeted groups, crisis intervention)
- Medical services (eyes, ears, glasses, disease support)
- Special education
- Serve 2 meals per day
- Sports
- VAPA
- We try to do everything

Current Cabrillo Mission Statement

Mission Statement

The mission of the Cabrillo Unified School District - an exemplary learning community committed to valuing our distinct cultural identities - is to develop critical thinkers and socially responsible citizens who actively participate in their individual learning and development and are fully prepared to embrace their next challenge. We accomplish this by utilizing our unique natural resources and engaging the entire Coastside community and its partners in providing a rich and academically rigorous curriculum in a safe and nurturing environment.

Steering Committee Feedback

What Resonates:

- Values
- Cultural identities
- Cultural differences
- Last sentence is strong.

Ideas for Strengthening:

- Unique natural resources should be first in a list of how we accomplish the mission
- The first sentence is clunky. It should start with our mission.
- Relook at “next challenge”. Perhaps use “preparing students for an ever changing world or 21st or 22nd century learner”.
- Working together to…
- Would like to see ownership from the district.
- Working collaboratively – community, schools, district, families, students
- Citizens - maybe change to people

Debrief

What did you find compelling when reviewing the sample mission statements?

What revisions might you consider for the CUSD mission after reviewing the samples?

Closing

I appreciate...



I wonder...



Questions?

Thank you!