Regular Governing Board Meeting

(Adopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, September 14, 2023 • Public Session: 6:00 p.m.
Cunha Intermediate School • 600 Church Street, Half Moon Bay, California 94019

1. OPENING BUSINESS

a. Call Public Session to Order – 6:00 p.m.

b. Roll Call / Quorum

Board Members Present:	Sophia Layne, President Kimberly Hines, Vice President Carmen Daniel, Clerk Lizet Cortes, Member – arrived at 6:14 p.m. Mary Beth Alexander, Member
Student Board Member:	Catalina Gonzalez-Johnston – left the meeting at 9:14 p.m.
Administrators Present:	Sean McPhetridge, Ed.D., Superintendent Leticia Bhatia, Ed.D., Assistant Superintendent J Jesús Contreras, Chief Business Officer

c. Pledge of Allegiance

Student Board Member Catalina Gonzalez-Johnston led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Member Hines made a motion to approve the agenda as presented. Motion seconded by Member Daniel.

(M-82) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Member – Absent

3. COMMUNICATIONS

a. Public Comments

None.

b. Employee Organizations Report

CUTA Representatives

Co-President Tom Cox discussed his reasons for becoming president, the budget, and district overspending. He called for transparency in explaining the overspending to the public. Cox also touched on workforce housing, staff wages, and efforts to align salaries with comparable districts. Finally, he emphasized the need for better communication between the Superintendent, Board, and CUTA.

CSEA Representatives

None.

c. Board Members Report

Member Kimberly Hines reported attending an event where Senator Becker and Assemblyman Berman honored ALAS founder Belinda Arriaga with the Nonprofit and Woman of the Year awards. Member Hines expressed gratitude for living in this community among collaborative nonprofit organizations. She discussed workforce housing and emphasized the importance of meeting housing needs of teachers and staff. Member Hines said she looks forward to the community learning about workforce housing options.

Member Mary Beth Alexander welcomed everyone back to school and mentioned that the CUSD committees, like the Budget and Environmental Committee, are up and meeting again. She encouraged the community to attend the workforce housing open house sessions to learn more about the planning and provide input. Member Alexander also stressed the Board's commitment to this project, mentioning the time and effort they have put into it.

Member Carmen Daniel thanked everyone and reported that she attended the Advisory Committee Meeting last night and found it interesting. She also noted that students and teachers are back at school, giving us all a lot to consider as we continue to work toward helping students achieve their goals.

Member Lizet Cortes thanked all teachers for successful Back-to-School Nights and assured them of the Board's admiration and respect. She appreciated that most presentations were in English and Spanish but suggested improving communication with Spanish-speaking parents, especially those with students needing more support. Member Cortes reminded everyone that Hispanic Heritage Month starts tomorrow and mentioned that Board members in San Mateo County are planning events to celebrate it.

President Sophia Layne welcomed everyone to the new school year and thanked all teachers, staff, and volunteers for their hard work in welcoming students. She recognized the importance of all school staff, whether they interact directly with students or support them indirectly, and she stressed the need for teamwork. President Layne continued saying that everyone's actions have a massive impact on the students and shared her vision of equal collaboration and that what we do today impacts the future. President Layne also mentioned that workforce housing is gaining attention in districts in high-cost living areas due to its competitive advantage of attracting and retaining new employees.

d. Student Board Member Report

Student Board Member Catalina Gonzalez-Johnston updated the Board and the public on the latest events and activities at El Granada Elementary, Farallone View Elementary, Hatch Elementary, Kings Mountain Elementary, Cunha Intermediate, Half Moon Bay High, Pilarcitos Continuation High, La Costa Adult School, and Los Listos Preschool.

e. Superintendent Report

Superintendent Dr. Sean McPhetridge began by thanking the Board, staff, and community for their dedication to improving things for students. He talked about a recent Leadership Meeting wherein they had discussed challenges in public service, limited resources, and the difficulties of making changes. Dr. McPhetridge expressed his belief that, despite these challenges, working together we can overcome and make a significant impact for the benefit of students, families, and the community we serve.

Dr. McPhetridge talked about Hispanic Heritage Month and the collaboration between CUSD Student Board Member Catalina Gonzalez-Johnston and San Bruno Park School District Board Member Jennifer Blanco on a student panel celebrating "Latino Heritage Month." He also thanked Member Cortes for her dedicated work on this topic. Dr. McPhetridge then addressed the importance of LGBTQ matters and the Board proclamation designating October as LGBTQ History Month. Dr. McPhetridge also reported on attending the Environmental Committee Meeting to continue CUSD’s work on achieving the Green Ribbon Silver Distinction. He emphasized the need for further work, including upgrading to a more environmentally friendly and cost-effective solar power system at other school sites. Dr. McPhetridge said it was great seeing administrators and teachers come together during Back-to-School Nights where they

met with families and community members. He also mentioned how the Strategic Planning work is ongoing, with recommendations from the Equity Audit being incorporated into sub-goals, noting how the Special Board meeting on Saturday would allow the Board and others to review and discuss priorities.

To conclude, Dr. McPhetridge thanked Deputy Superintendent of Business Services Division Kevin Bultema, who was present in the audience, for leading the collaboration between CUSD and the San Mateo County Office of Education during this time. He acknowledged the district's budget challenges due to lower revenues and recurring deficit spending dating back 20-30 years. However, he assured that the district is committed to addressing this issue.

4. CONSENT AGENDA

a. Proclamation Designating October of 2023 as LGBTQ History Month
b. Approval of Cunha Intermediate School Outdoor Education Field Trip to YMCA Camp Jones Gulch, La Honda, California, October 23-27, 2023
c. Approval of Half Moon Bay High Future Farmers of America Field Trip to Santa Rosa, California, September 15-16, 2023
d. Approval of Half Moon Bay High Future Farmers of America Field Trip to Indianapolis, Indiana, November 1-5, 2023
e. Approval of Revision of 2023-24 Student/Teacher Calendar
f. Approval of the Updated 2022-23 Local Control Accountability Plan (LCAP)
g. Approval of Certificated Personnel Report
h. Approval of Classified Personnel Report
i. Approval of Donations to Cabrillo Unified School District
j. Approval of Warrant Register Report
k. Approval of Special Inspectors Pool for Modernization Processes Districtwide
l. Approval of Governing Board Policy Updates as Recommended by the California School Boards Association
m. Approval of Regular Governing Board Meetings Minutes

Member Cortes motioned to approve the Consent Agenda. Motion seconded by Member Daniel.

ROLLCALL VOTE
Sophia Layne, President – Aye
Vice President Kimberly Hines – Aye
Carmen Daniel, Clerk to the Governing Board – Aye
Lizet Cortes, Member – Aye
Mary Beth Alexander, Member – Aye

(M-83) Passed 5-0 with Student Board Member voting aye

5. GENERAL BUSINESS

a. El Granada Elementary School Site Presentation

El Granada Elementary School principal Erin O'Connor-Brown provided an overview of site-based programs and services that are unique at El Granada Elementary School.

b. Educational Support Services Update

Director of Educational Support Services Martha Ladd, District Coordinator of Behavior Services Jessica Reed, Specialized Program Coordinator of Medical Health Susan Vana, and Specialized Program Coordinator of Mental Health Caroline Morton provided an annual update of Educational Support Service programs.

At 8:07 p.m., President Layne motioned for a 10 minutes recess. Motion seconded by Member Cortes.

(M-84) Passed 5-0 with Student Board Member voting aye
President Layne reconvened the meeting at 8:18 p.m.

c. 2023-24 Enrollment and Staffing Update

Director of Personnel and Pupil Services Bianca Forrester presented an update on the district's staffing and enrollment.

Carly Rogers, CUSD parent, provided a comment on her experience with the enrollment process for her daughter and family.

Aisha Baro, Hatch PTO member, provided a comment on the enrollment process, transparency, and the Immersion Program waitlist.

d. Overview of Cabrillo Unified School District (CUSD) Grants

Deputy Superintendent of Educational Services Leticia Bhatia, Coordinator of Instruction, Categorical/Grants, and Special Projects Israel Castillo, Director of Educational Support Services Martha Ladd, and Coordinator of Student Services and Special Projects James Barnes provided an update on grants obtained, the purpose of specific grants, operating expenses, and funding amounts obtained for direct services for specific programs and services.

At 9:42 p.m., Member Hines requested a motion to continue past the 10:00 p.m. curfew to no later than 10:42 p.m. President Layne made a friendly amendment to pass the 10:00 p.m. curfew to no later than 11:00 p.m. Motion seconded by Member Alexander.

(M-86) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

e. Public Hearing and Adoption of Resolution 16-2023 Regarding Sufficiency of Instructional Materials for the 2023-24 School Year

President Layne opened the Public Hearing at 9:55 p.m. Receiving no comments, the Public Hearing closed at 9:56 p.m.

Member Alexander motioned to approve the adoption of Resolution 16-2023 Regarding Sufficiency of Instructional Materials for the 2023-24 School Year. Motion seconded by Member Daniel.

ROLLCALL VOTE
Sophia Layne, President – Aye
Vice President Kimberly Hines – Aye
Carmen Daniel, Clerk to the Governing Board – Aye
Lizet Cortes, Member – Aye
Mary Beth Alexander, Member – Aye

(M-87) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

At 9:57 p.m., President Layne motioned for a 3-minute recess. Motion seconded by Member Alexander.

(M-88) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent
President Layne reconvened the meeting at 10:00 p.m.

f. Approval of the 2022-23 Unaudited Actuals

Member Hines motioned to approve the 2022-23 Unaudited Actuals. Motion seconded by Member Daniel.

(M-89) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

g. Adoption of Resolution 17-2023 Approving the Gann Limit for the 2022-23 Fiscal Year

Member Hines motioned to approve the adoption of Resolution 17-2023 Approving the Gann Limit for the 2022-23 Fiscal Year. Motion seconded by Member Daniel.

ROLLCALL VOTE
Sophia Layne, President – Aye
Vice President Kimberly Hines – Aye
Carmen Daniel, Clerk to the Governing Board – Aye
Lizet Cortes, Member – Aye
Mary Beth Alexander, Member – Aye

(M-90) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

h. Adopt Resolution 18-2023 Blanket Authority to Bid Fiscal Year 2023-24

Member Alexander motioned to approve the adoption of Resolution 18-2023 Blanket Authority to Bid Fiscal Year 2023-24. Motion seconded by Member Daniel.

ROLLCALL VOTE
Sophia Layne, President – Aye
Vice President Kimberly Hines – Aye
Carmen Daniel, Clerk to the Governing Board – Aye
Lizet Cortes, Member – Aye
Mary Beth Alexander, Member – Aye

(M-91) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

8. ADJOURNMENT OF THE MEETING

The motion to adjourn the meeting was made by Member Cortes and seconded by Member Daniel.

(M-92) Passed 5-0
Catalina Gonzalez-Johnston, Student Board Member – Absent

The meeting was adjourned at 10:40 p.m.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

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

Certified by:

_____ _____
Carmen Daniel Date
Clerk to the Governing Board