Annual Organization and Regular Governing Board Meeting

Adopted Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, December 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

President Layne called the meeting to order at 6:01 p.m.

b. Roll Call / Quorum

Board Members Present:	Sophia Layne, President Kimberly Hines, Vice President Carmen Daniel, Clerk Mary Beth Alexander, Member
Board Members Absent:	Lizet Cortes, Member
Student Board Member Present:	Catalina Gonzalez-Johnston – Left the meeting at 9:15 p.m.
Administrators Present:	Sean McPhetridge, Ed.D., Superintendent Leticia Bhatia, Ed.D., Deputy Superintendent of Educational Services J Jesús Contreras, Deputy Superintendent of Business Services

c. Pledge of Allegiance

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

2. APPROVAL OF AGENDA

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

Motion (114) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Member – Absent

3. ANNUAL GOVERNING BOARD ORGANIZATION

a. Election of Governing Board Officers to Serve from December 2023 through December 2024

1. President

The motion to elect Member Kimberly Hines as President was made by Member Alexander and seconded by Member Layne.

(M-115) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Member – Absent

2. Vice President

The motion to elect Member Carmen Daniel as Vice President was made by President Hines and seconded by Member Mary Beth Alexander.

(M-116) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Member – Absent

3. Clerk to the Governing Board

The motion to elect Member Lizet Cortes as Clerk to the Governing Board was made by Member Layne and seconded by President Hines.

(M-117) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

4. Secretary to the Board

The motion to elect Superintendent Dr. Sean McPhetridge as Secretary to the Governing Board was made by Member Layne and seconded by President Hines.

(M-118) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

5. Authorization of President, Vice President, Clerk to the Governing Board, and/or Secretary as signatories for the Governing Board

The motion to authorize the President, Vice President, Clerk to the Governing Board, and/or Secretary as signatories for the Governing Board was made by Member Layne and seconded by Member Alexander**.**

(M-119) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

Mike O'Neill, the representative from the Office of San Mateo County District 3 Supervisor Ray Muller, commended Member Sophia Layne for her outstanding services as Board President and presented her with a Certificate of Appreciation.

b. Approval of the Schedule of Regular Governing Board Meetings for the Year 2024

The motion to approve the Schedule of Regular Governing Board Meetings as presented was made by Member Alexander and seconded by Member Daniel.

(M-120) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

c. Designation of Governing Board Representatives to District-Created Committees and Other Committees/Commissions for the Year 2024

The motion to approve the Governing Board Representatives for the Year 2024 was made by Member Layne and seconded by President Hines.

(M-121) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

d. Review of Annual Remuneration, Reimbursement, and Other Benefits of Board Members

The motion to approve a five percent (5%) increase to Board Member remuneration was made by Member Layne and seconded by Member Daniel.

(M-122) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

4. RECOGNITIONS

a. Proclamation Honoring Albert (Al) Adreveno – Catalyst for Community Change

Member Layne motioned to postpone Item 4.a to the January Board Meeting since the Adreveno family was not able to be present. Motion seconded by Member Alexander.

(M-123) Passed 4-0 with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

At 6:28 p.m., President Hines requested a 7 minute recess to allow the Board to move positions. President Hines reconvened at 6:36 p.m.

5. COMMUNICATIONS

a. Public Comments

Abby Foster addressed the Hatch fence project and its importance to the community. Foster also discussed concerns about students' challenging behaviors and acknowledged the dedicated efforts of staff, highlighting their support for one another while serving students' needs under stressful conditions.

b. Employee Organizations Report

CUTA Representatives

Tom Cox, Co-President, began wishing everyone happy holidays and acknowledging the challenges of the last five months. He expressed hope for improvement in the coming winter weeks. Cox shared a classroom story about fair pay, reading a line from the Declaration of Sentiments: "He has monopolized nearly all the profitable employments, and from those she is permitted to follow, she receives but a scanty payment." Mr. Cox stated that students had asked if this was the reason teachers were not paid well.

CSEA Representatives

None.

c. Board Members Report

Member Sophia Layne provided an update on the busy season, mentioning her participation in the CSBA Annual Conference in San Francisco as a Delegate Assembly member. She also shared her role in delivering gifts to various sites on behalf of Board members. Member Layne highlighted discussions about the Strategic Plan and the kickoff of the workforce housing initiative. Additionally, she touched upon the fiscal stabilization plan, emphasizing that there is still work to be done in that regard.

Member Mary Beth Alexander thanked Member Layne for her term as President and welcomed Member Hines as the incoming President. Member Alexander proposed renaming English Learners to Multi-lingual Learners for a more positive connotation. She also reported her attendance at the Budget Advisory Meeting, where Deputy Superintendent Jesús Contreras, Director of Personnel and Student Services Bianca Forrester, and Director of Educational Support Services Martha Ladd provided insights into their departments' workings and discussed constraints. To end, Member Alexander shared her participation in the CSBA Annual Conference, highlighting Dr. McPhetridge's presentation on the Green Ribbon Award.

Member Carmen Daniel expressed her gratitude for Member Layne's leadership and welcomed Member Hines as the new President. She reported attending the Cunha Band Concert and described her experience at the Annual CSBA conference in San Francisco as eye-opening.

President Kimberly Hines reiterated her appreciation for Member Layne's service and outlined her goals as the new President, emphasizing a focus on efficiency and productivity. President Hines also discussed the ongoing construction at Farallone View and expressed anticipation for presentations on El Granada

Modernization and HMBHS Kitchen. She also expressed enthusiasm about items on the consent agenda, including the Boys and Girls Club MOU for CUSD students and a new CTE Pathways Program for residential and commercial construction. President Hines disclosed that her emphasis on requirements and communication at a later item in the agenda arises because she is also a resident in El Granada.

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 extended holiday wishes to everyone, emphasizing the significance of reflection, gratitude, and the transition into a new year. Acknowledging challenges, he expressed gratitude for collaborative efforts and brainstorming solutions. Dr. McPhetridge, echoing Mr. Cox's sentiments, hoped for improvement, especially in the district's finances.

Addressing the financial aspect, he highlighted a presentation on the First Interim Report, noting the district's shift back to Basic Aid, bringing a one-time infusion of funds. Dr. McPhetridge expressed the district's commitment to negotiating with union partners and ensuring a balanced approach to salaries, benefits, and student programs. Encouraged by the district's financial progress, he anticipated meeting the state-mandated reserve in multi-year projections after addressing identified cuts and deficit spending.

Concluding the report, Dr. McPhetridge celebrated the district's honor with a California Green Ribbon Schools Silver Level, commending teachers, staff, and students for their contributions to this achievement.

6. CONSENT AGENDA

a. Half Moon Bay High Future Farmers of America Field Trip to the Made for Excellence and Advanced Leadership Academy Conference in Seaside, California, January 26-27, 2024
b. Approval of School Accountability Report Cards (SARC) Grades K-12
c. Approval of Boys and Girls Club MOU: 5th/6th Grade After-School Program for 2023-24
d. Approval of 2023 Whale Tail® Grant Application: Path and Native Plant Garden and Expansion of CUSD's Environmental Sustainability Scope of Experience
e. Adoption of 2023-2024 Residential and Commercial Construction CTE (Career Technical Education) Pathway Program
f. Approval of Animal Science Course and Text Adoption for Career Technical Education (CTE) Agricultural Pathway
g. Approval of Distribution/Disposal of Obsolete Textbooks at Half Moon Bay High School
h. Approval of the Classified Personnel Report
i. Approval of Non-Bargaining Unit Salary Update: Adult School Education Tutor Aide Position
j. Approval of MOU with Davis Joint Unified School District (DJUSD) to Participate in the California Agricultural Teachers' Induction Program (CATIP)
k. Approval of Donations to Cabrillo Unified School District
l. Approval of Warrant Register Report Processed
m. Approval of Intercom and Clock System Purchase for the Modernization of Farallone View Elementary School
n. Approval of Criteria for Selection of Contractors into the CUSD Quality Bidders Pool
o. Approval of Regular and Special Governing Board Meetings Minutes

Motion made by Member Alexander that the Consent Agenda be approved as presented. Motion seconded by Member Layne.

ROLLCALL VOTE
Kimberly Hines, President – Aye
Carmen Daniel, Vice President – Aye
Lizet Cortes, Clerk – Absent
Mary Beth Alexander, Member – Aye

Sophia Layne, Member – Aye

PREFERENTIAL VOTE
Catalina Gonzalez-Johnston, Student Board Member – Aye

Motion (124) passed by a 4-0 vote.

7. GENERAL BUSINESS

a. Strategic Plan Presentation and Public Hearing

President Hines opened the Public Hearing at 7:50 p.m. After no comments, the hearing was closed at 7:50 p.m.

b. Approval of the Cabrillo Unified School District's Initial Proposals for Reopener Negotiations (2022-23) with the Cabrillo Unified California School Employees Association

Motion made by Member Daniel that the Cabrillo Unified School District's Initial Proposals for Reopener Negotiations (2022-23) with the Cabrillo Unified California School Employees Association be approved as presented. Motion seconded by Member Layne.

Motion (125) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

c. Certification and Approval of CUSD First Interim Financial Report: Fiscal Year 2023-2024

Motion made by Member Daniel that the CUSD First Interim Financial Report: Fiscal Year 2023-2024 be approved as presented. Motion seconded by Member Layne.

Motion (126) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

At 8:35 p.m., President Hines motioned for a 7 minutes recess. Motion seconded by Member Layne.

Motion (127) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Clerk – Absent
President Hines reconvened the meeting at 8:43 p.m.

d. Cabrillo Unified School District Fiscal Update and San Mateo County Office of Education Fiscal Oversight

Deputy Superintendent of Business Services J Jesús Contreras presented a fiscal update and the steps the district is taking toward fiscal stabilization.

e. Approval of Measure S and Measure M Bond and Parcel Tax Citizens Oversight Committee 2022-23 Annual Report

Measure S and Measure M and Bond and Parcel Tax Citizens' Oversight Committee Chair Mike Alifano provided an overview of the Measure S and Measure M Bond and Parcel Tax Citizens Oversight Committee 2022-23 Annual Report.

Motion made by Member Alexander that the Measure S and Measure M Bond and Parcel Tax Citizens Oversight Committee 2022-23 Annual Report be approved as presented. Motion seconded by Member Layne.

Motion (128) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Clerk – Absent

f. Hatch Elementary Fencing Update

Deputy Superintendent of Business Services J Jesús Contreras presented information on the Hatch fencing project.

g. Approval of Guaranteed Maximum Price 1 (GMP1) for the El Granada Elementary School Modernization

The Board received one (1) comment via the Google Public Comment Request form related to this agenda item. To read the full public comment, please follow the link provided below:

https://drive.google.com/file/d/1GObfJ7gvBO_a21baJNtH3TT5tvYqIvJA/view?usp=sharing

Motion made by Member Layne that the Guaranteed Maximum Price 1 (GMP1) for the El Granada Elementary School Modernization be approved as presented. Motion seconded by Member Alexander.

Motion (129) passed by a 4-0 vote
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

Member Layne made a motion to extend the 10:00 p.m. curfew to no later than 12:00 a.m. Motion seconded by President Alexander.

Motion (130) passed by a 4-0 vote
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

h. Approval of Agreement for Modernization of Central Kitchen at Half Moon Bay High School

Motion made by Member Layne that the Agreement for Modernization of *Design* of a Central Kitchen at Half Moon Bay High School be approved as amended. Motion seconded by Member Alexander.

Motion (131) passed by a 4-0 vote
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

i. Electric Buses Update Presentation

Deputy Superintendent of Business Services J Jesús Contreras and Sustainability Coordinator Matthew Spigelman provided an update on ways to secure an electric bus fleet to transport students and how to use the electric fleet to also serve eventually as backup power for the proposed modernization of the HMBHS Central Kitchen during emergencies.

j. Approval of Proposal for Ongoing Construction Management Services Agreement with Vanir Construction Management, Inc.

Motion made by Member Daniel that the proposal for the Ongoing Construction Management Services Agreement with Vanir Construction Management, Inc. be approved as presented. Motion seconded by Member Alexander.

Motion (132) passed by a 4-0 vote
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

k. Nominations of CSBA's Delegate Assembly for the 2024-26 Term

Motion made by President Hines to approve Member Sophia Layne's nomination of CSBA's Delegate Assembly for the 2024-26 term. Motion seconded by Member Alexander.

Motion (133) passed by a 4-0 vote, with Student Board Member voting aye
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

8. ADJOURNMENT OF THE MEETING

Member Layne made a motion to adjourn the December 14, 2023, Board Meeting at 11:03 p.m. Motion seconded by Member Daniel.

Motion (134) passed by a 4-0 vote
Lizet Cortes, Clerk – Absent
Catalina Gonzalez-Johnston, Student Board Member – Absent

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

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

Certified by:

_____ _____
Lizet Cortes Date
Clerk to the Governing Board