



Regular Governing Board Meeting

(Adopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, June 13, 2024 • Public Session: 6:00 p.m.

Cunha Intermediate School • 600 Church Street, Half Moon Bay, California 94019

Video Recording on Pacific Coast TV YouTube Channel:

<https://www.youtube.com/playlist?list=PLFUunuheJ0ZVRqCNQQy7IC-5fv3KEKIPr>

1. OPENING BUSINESS

a. Call Public Session to Order

President Hines called the meeting to order at 6:00 p.m.

b. Roll Call / Quorum

Board Members Present:

Kimberly Hines, President
Carmen Daniel, Vice President
Mary Beth Alexander, Member
Sophia Layne, Member

Administrators Present:

Amber Lee-Alva, Superintendent
Leticia Bhatia, Ed.D., Deputy Superintendent of Educational Services
J Jesús Contreras, Ed.D., Deputy Superintendent of Business Services

c. Pledge of Allegiance

President Kimberly Hines led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

President Hines requested a motion to amend the agenda by removing Item 4.q. *Approve Purchase of Lawnmower to Maintain CUSD Campuses* and Item 5.j. *Adoption of Resolution 17-2024 Exempting Projects at School Sites from City, Town, and County Zoning and Building Ordinances and Regulation*.

Motion by Member Layne and seconded by Member Daniel.

Motion (61) passed by a 4-0 vote.
Member Cortes—absent.

3. COMMUNICATIONS

a. Public Comments

The Board received three (3) comments on nonagenda topics or Consent Items via the Google Public Comment Request form. Additionally, one (1) comment was received regarding the removed Item 5g, which was read during this section. For access, please refer to the link provided below:

https://drive.google.com/file/d/169PQaN3I778t0F4MJSf-haye9Ad0PT-p/view?usp=drive_link

b. Employee Organizations Report

CUTA Representatives

None.

CSEA Representatives

None.

c. Board Members Report

President Kimberly Hines noted attending El Granada and Farallone View promotions, underscoring their significance amidst a hectic year. She welcomed Superintendent Lee-Alva, recognizing her proactive start despite the early transition period.

Member Carmen Daniel echoed President Hines' welcome to Superintendent Lee-Alva, expressing joy at her presence. She noted attending her children's graduations, commending the organization and success of both events, and appreciating the effort involved.

Member Sophia Layne welcomed Superintendent Lee-Alva and shared their visit to CoastPride and a Half Moon Bay tour, enjoying community interactions. She reported engaging with district and labor partners to improve collaboration and participating in a restorative circle at Pilarcitos High School. Sophia acknowledged attending graduations and promoting inclusivity at local events.

She discussed state-level advocacy against funding cuts and legislative committee participation. Sophia recognized district staff efforts in negotiating salary increases and ongoing budget adjustments. She expressed optimism about concluding negotiations promptly to support staff and focus on long-term educational sustainability, emphasizing student success as a shared priority.

Member Mary Beth Alexander noted ongoing collaboration through the Learning Management Institute and praised employees for new programs. He highlighted the upcoming Green Ribbon Award ceremony in D.C., mentioned workforce housing's impact, and thanked Member Sophia for advocacy efforts and leadership in the County organization.

d. Student Board Member Report

None.

e. Superintendent Report

Superintendent Amber Lee-Alva expressed gratitude for the warm welcome to Cabrillo Unified School District, noting a productive first nine days visiting all school sites during active student sessions. She highlighted engaging with principals, attending ceremonies, negotiations, and a leadership retreat, and preparing for the upcoming school year.

4. CONSENT AGENDA

- a. Approval of Half Moon Bay High Future Farmers of America Field Trip to Grass Valley, CA, August 5-6, 2024
- b. Approval of Single Plans for Student Achievement (SPSA) 2024-25
- c. Adoption of AP English Language Textbook for Half Moon Bay High School
- d. Approval of 2024-25 Strengthening Career and Technical Education for the 21st Century Act (Perkins V), 131- Secondary Education, Grant Application
- e. Approval of Boys and Girls Club of the Coastside MOU for Summer School 2024 Services
- f. Approval of Distribution/Disposal of Obsolete Textbooks at Half Moon Bay High School
- g. Approval of PowerSchool and Schoology Training 2023-24
- h. Approval of CUSD-SMCCD CCAP Renewal Agreement for 2024-27
- i. Approval of Certificated Personnel Report
- j. Approval of Classified Personnel Report

- k. Approval of Sunshine Reopeners
- l. Enrollment Report
- m. Approval of Donations to Cabrillo Unified School District
- n. Approval of Warrant Register Report Processed
- o. Approval of Purchase of Chromebooks to Serve Students and Meet Williams Compliance
- p. Approval of Medi-Cal Administrative Claiming Agreement with Contra Costa County Office of Education (CCOE)
- ~~q. Approve Purchase of Lawnmower to Maintain CUSD Campuses REMOVED~~
- r. Selection Process of General Contractor for Phase II Modernization at El Granada Elementary School
- s. Approval of Agreement for Special Services with Atkinson, Adelson, Loya, Ruud & Romo
- t. Approval of Agreement for Professional Services with the Law Firm Dannis Woliver Kelley Attorneys at Law for 2024-25 and 2025-26 School Years
- u. Approval of Governing Board Policy Updates as Recommended by the California School Boards Association and CUSD Staff
- v. Approval of Regular and Special Governing Board Meetings Minutes

Member Alexander motioned that the Consent Agenda be approved as amended. The motion was seconded by Member Daniel.

The motion (62) was not voted on because Member Layne requested amendments to the Consent Agenda, specifically to correct the following items:

4.h: Approval of CUSD-SMCCCD CCAP Renewal Agreement for 2024-27

4.s: Approval of Agreement for Special Services with Atkinson, Adelson, Loya, Ruud & Romo

4.t: Approval of Agreement for Professional Services with the Law Firm Dannis Woliver Kelley Attorneys at Law for the 2024-25 and 2025-26 School Years

The amendments included updating the signature line to Superintendent Amber Lee-Alva. Motion seconded by Member Alexander.

ROLLCALL VOTE

Kimberly Hines, President—aye
 Carmen Daniel, Vice President—aye
 Lizet Cortes, Clerk—absent
 Mary Beth Alexander, Member—aye
 Sophia Layne, Member—aye

Motion (63) passed by a 4-0 vote.

5. GENERAL BUSINESS

- a. Student Recognition – Half Moon Bay High School Salutatorian Jaya Miller and Valedictorian Angel Tinetti

President Hines presented certificates of recognition to Half Moon Bay High School Salutatorian Jaya Miller and Valedictorian Angel Tinetti.

Superintendent Lee-Alva took the opportunity to introduce 2024-25 Student Board Member Jamie Bikle.

- b. 2024-27 Local Control and Accountability Plan (LCAP) Presentation, Local Indicators Presentation, and Public Hearing

President Hines opened the Public Hearing at 7:05 p.m. With no comments, the hearing was closed at 7:05 p.m.

During the consideration of this item, Member Layne expressed interest in hearing more about student outcomes in a study session meeting. Two other members consented to the proposal.

At 7:19 p.m., President Hines motioned to recess for 7 minutes. The motion was seconded by Member Alexander. President Hines reconvened the meeting at 7:27 p.m.

c. Presentation and Public Hearing for Proposed CUSD Budget for the Fiscal Year 2024-25

President Hines opened the Public Hearing at 7:36 p.m. With no comments, the hearing was closed at 7:36 p.m.

d. Updated Information on the Expected CUSD California State Aid Participation

Greg Norman of Caldwell Flores Winters, Inc. presented an overview of modernization eligibility under the California School Facilities Program.

e. CUSD Fields Assessment Report

Devin Conway, Principal of Verde Design, provided an overview of the field assessment project initiated in April 2024. The evaluation covered Farallone View, El Granada, Hatch, Cunha, and Half Moon Bay High School.

f. Approval of Chief Business Official Contract

Member Layne motioned to approve the Chief Business Official Contract. Motion seconded by Member Daniel.

Motion (64) passed by a 4-0 vote.
Member Cortes—absent.

g. Consideration of a Resolution to Place a General Obligation Bond Measure on the November 5, 2024, Ballot

Member Layne motioned to approve Resolution 09-2024 to Place a General Obligation Bond Measure on the November 5, 2024, Ballot. Motion seconded by Member Daniel.

The Board received two (2) comments on this agenda topic during the in-person public comment session:

Peter Tokofsky, CUSD parent, discussed concerns about the district's recent \$49,000 survey. He highlights aspects such as the high cost per survey and the prevalence of web-based responses. Peter also points out potential biases in the data affecting public perception of the bond measure.

Jill Jacobson, Boys and Girls Club Executive Director and community member, expressed concern that the bond language did not include athletic facilities. She believed this omission missed an opportunity to strengthen community support for the Hatch field renovation.

ROLLCALL VOTE

Kimberly Hines, President—aye
Carmen Daniel, Vice President—aye
Lizet Cortes, Clerk—absent
Mary Beth Alexander, Member—aye
Sophia Layne, Member—aye

Motion (65) passed by a 4-0 vote.

h. Public Hearing and Consideration of a Resolution Calling for Approval of an Education Parcel Tax

President Hines opened the Public Hearing at 8:57 p.m. The following comment was made:

Peter Tokofsky, CUSD parent, highlighted the need for a detailed business plan before November to prevent future debt. He emphasized equity in school funding, proposing a graduated tax based on square footage to ensure fair contributions from all, including corporations, aligning with the board's vision.

President Hines closed the Public Hearing at 9:01 p.m.

Member Layne motioned to approve Resolution 10-2024, Calling for Approval of an Education Parcel Tax. Motion seconded by Member Daniel.

ROLLCALL VOTE

Kimberly Hines, President—aye
Carmen Daniel, Vice President—aye
Lizet Cortes, Clerk—absent
Mary Beth Alexander, Member—aye
Sophia Layne, Member—aye

Motion (66) passed by a 4-0 vote.

- i. Adoption of Resolutions 15-2024 and 16-2024 for Temporary Interfund Borrowing for Fiscal Year 2023-24

Member Alexander motioned to approve Resolution 15-2025 For Temporary Interfund Transfer (Loan) 40 Capital Project Fund at Year End. Motion seconded by Member Daniel.

ROLLCALL VOTE

Kimberly Hines, President—aye
Carmen Daniel, Vice President—aye
Lizet Cortes, Clerk—absent
Mary Beth Alexander, Member—aye
Sophia Layne, Member—aye

Motion (67) passed by a 4-0 vote.

Member Layne motioned to approve Resolution 16-2025 For Temporary Interfund Transfer (Loan) Cafeteria Fund at Year End. Motion seconded by Member Daniel.

ROLLCALL VOTE

Kimberly Hines, President—aye
Carmen Daniel, Vice President—aye
Lizet Cortes, Clerk—absent
Mary Beth Alexander, Member—aye
Sophia Layne, Member—aye

Motion (68) passed by a 4-0 vote.

- ~~j. Adoption of Resolution 17-2024 Exempting Projects at School Sites from City, Town, and County Zoning and Building Ordinances and Regulation REMOVED~~

- k. Approval of Resolution 18-2024 Designating Authorized Representatives of Cabrillo Unified School District as Signatories Effective June 14, 2024

Member Alexander motioned to approve Resolution 18-2025 Designating Authorized Representatives of Cabrillo Unified School District as Signatories Effective June 14, 2024. Motion seconded by President Hines.

ROLLCALL VOTE

Kimberly Hines, President—aye
Carmen Daniel, Vice President—aye
Lizet Cortes, Clerk—absent
Mary Beth Alexander, Member—aye
Sophia Layne, Member—aye

Motion (69) passed by a 4-0 vote.

- l. Adoption of Resolution 19-2024 Specifications of Election Order and Approval Candidate Policy Form and Administrative Contact and Incumbent List Form

Member Daniel motioned to approve Resolution 19-2024 Specifications of Election Order and Approval Candidate Policy Form and Administrative Contact and Incumbent List Form. 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

Motion (70) passed by a 4-0 vote.

7. ADJOURNMENT

Member Alexander moved to adjourn the June 13, 2024, Board Meeting at 9:08 p.m., Motion seconded by Member Daniel.

Motion (71) passed by a 4-0 vote.
Member Cortes—absent.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent.

Minutes presented by Amber Lee-Alva, Secretary to the Governing Board.

Certified by:

Lizet Cortes
Clerk to the Governing Board

Date