



Regular Governing Board Meeting

(Adopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, June 27, 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
Lizet Cortes, Clerk—arrived at 6:04 p.m.
Mary Beth Alexander, Member
Sophia Layne, Member

Administrators Present:

Amber Lee-Alva, Superintendent
Leticia Bhatia, Ed.D., Deputy Superintendent of Educational Services
Jennifer Marsh, Chief Business Officer

c. Pledge of Allegiance

President Kimberly Hines led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Member Layne motioned to approve the agenda with the following amendments:

Postponing Item 4.a. *Approval of Community Schools of Music and Art (CSMA) MOU for the 2024-25 School Year* to a future meeting.

Moving Item 4.f. *Approval of Amendment No. 1 to Agreement for Architectural Services with QKA Architects, Inc. for El Granada Elementary School Project* to General Business.

The motion was seconded by Member Alexander.

Motion (74) passed by a 4-0 vote.
Vice President Daniel—absent.

3. COMMUNICATIONS

a. Public Comments

None.

b. Employee Organizations Report

CUTA Representatives

CUTA President John Carey addressed the board, emphasizing the importance of hiring and retaining qualified teachers. He noted that four Hatch teachers recently announced their departure and stressed the need for improved trust and communication. Carey expressed optimism about discussing the budget surplus and encouraged forward-thinking for future budgets.

CSEA Representatives

None.

c. Board Members Report

Member Sophia Layne reported on recent activities, including meetings with the new Superintendent, Amber Lee-Alva, and involvement in legislative advocacy. She highlighted a New York Times article on school budget challenges, emphasizing the ongoing difficulty of balancing budgets amidst fluctuating finances and the expiration of pandemic relief aid. Layne expressed the need for continuous budget improvement and collaboration to navigate fiscal challenges.

Member Lizet Cortes apologized for arriving late due to traffic and expressed her pleasure in meeting new CUTA President John Carey. She mentioned her desire to be more involved at school sites despite her busy work schedule. Cortes welcomed new Superintendent Amber Lee-Alva and thanked former superintendent Sean McPhetridge for his service.

Member Mary Beth Alexander commended the new Superintendent, Amber Lee Alva, and Chief Business Officer, Jennifer Marsh, for their hard work and fresh perspectives. She announced that she, Leticia, and Joseph Centoni will be traveling to Washington, DC, to accept the Platinum Green Ribbon Award, recognizing their district's environmental efforts. Alexander expressed pride in the achievement and gratitude to those who contributed.

President Kimberly Hines expressed gratitude to former Superintendent Sean McPhetridge and welcomed new Superintendent Amber Lee-Alva, praising the smooth transition and her proactive engagement. Hines also acknowledged Jennifer Marsh's new role and shared her own plans to refine district data over the summer. She emphasized the need to advocate for equitable funding across San Mateo County, noting disparities between districts. Hines highlighted her efforts with lobby groups and advocacy in Washington, DC, to strengthen collaboration and amplify their voice in funding discussions.

d. Superintendent Report

Superintendent Amber Lee-Alva Superintendent Amber Lee Alva expressed her gratitude for the opportunity to start early on June 1st, allowing her to attend graduations and meet students and teachers. She emphasized her current focus on listening to parents, community members, and board members and invited everyone to reach out to her. She expressed her commitment to serving the community and thanked the board members for their thoughtful questions, which help her improve as a leader.

4. CONSENT AGENDA

- ~~a. Approval of Community Schools of Music and Art (CSMA) MOU for 2024-25 School Year – POSTPONED~~
- b. Approval of Certificated Personnel Report
- c. Approval of Classified Personnel Report
- d. Enrollment Report
- e. Approval of Summer Custodial Cleaning Services Proposal
- ~~f. Approval of Amendment No. 1 to Agreement for Architectural Services with QKA Architects, Inc. for El Granada Elementary School Project – MOVED TO GENERAL BUSINESS~~
- g. Approval of the Consulting Agreement with SimpleWins LLC for 2024-25

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

ROLLCALL VOTE

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

Motion (75) passed by a 4-0 vote.

5. GENERAL BUSINESS

a. Approval of Prop 28 Expenditure Plan for 2024-25 School Year

Member Layne motioned to approve the Prop 28 Expenditure Plan for the 2024-25 School Year. Motion seconded by Member Alexander.

President Hines requested an update on the Visual and Performing Arts plan, focusing specifically on articulation.

Motion (76) passed by a 4-0 vote.
Member Daniel—absent.

b. Approval of the 2024-25 Site and District Professional Development Plan

Deputy Superintendent Leticia Bhatia requested that the date in the plan be corrected from January 26, 2025, to January 31, 2024.

Member Alexander motioned to approve the 2024-25 Site and District Professional Development Plan as amended. Motion seconded by Member Cortes.

Superintendent Lee-Alva requested ongoing reports from sites and teachers on the Professional Development Plan, a request supported by Member Layne.

Motion (77) passed by a 4-0 vote.
Member Daniel—absent.

c. Approval of the Local Control Accountability Plan (LCAP) 2024-2027

Member Layne motioned to approve Local Control Accountability Plan (LCAP) 2024-2027. Motion seconded by Member Alexander.

Motion (78) passed by a 4-0 vote.
Member Daniel—absent.

d. Adoption of CUSD Budget for the Fiscal Year 2024-25

Member Layne motioned to approve Local Control Accountability Plan (LCAP) 2024-2027. Motion seconded by President Hines.

Motion (79) passed by a 4-0 vote.
Member Daniel—absent.

e. Approval of a Lawn Mower Purchase to Maintain CUSD Campuses

Member Cortes motioned to approve a Lawn Mower Purchase to Maintain CUSD Campuses. Motion seconded by President Hines.

Motion (80) passed by a 4-0 vote.
Member Daniel—absent.

f. Revision of Resolution 19-2024 Specifications of Election Order

Member Alexander motioned to approve the revision of Resolution 19-2024 Specifications of Election. Motion seconded by Member Cortes.

ROLLCALL VOTE

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

Motion (81) passed by a 4-0 vote.

4.f. Approval of Amendment No. 1 to Agreement for Architectural Services with QKA Architects, Inc. for El Granada Elementary School Project

Item moved from the Consent Agenda for separate consideration.

Member Layne motioned to approve Amendment No. 1 to the Agreement for Architectural Services with QKA Architects, Inc. for the El Granada Elementary School Project. Motion seconded by Member Alexander.

Motion (82) passed by a 4-0 vote.
Member Daniel—absent.

6. GOVERNANCE MATTERS

a. Operations

The board discussed creating a board highlights document to be produced after each meeting. This document aimed to summarize major updates and highlight the community activities of Board members. The intent was to engage members of the public who could not attend meetings and increase overall transparency.

Board members deliberated on ways to balance public comments and maintain meeting efficiency. They suggested keeping public comments concise and utilizing presentations and action items for more in-depth discussions. This approach was proposed to ensure that meetings remained focused and productive.

The Board proposed shifting closed sessions to the night before regular board meetings to avoid late-night sessions and ensure members were more alert and effective. Some members expressed challenges in attending early sessions due to work commitments. Ultimately, it was agreed to start closed sessions at 6:30 PM on Wednesdays and regular board meetings at 6:30 PM on Thursdays, beginning in September.

b. New Business

During the discussion of new business, the board and the administrator discussed future items and agreed on the following actions:

A study session in early fall on Student Outcomes, focusing on chronic absenteeism and its impact on graduation rates and A-G requirements.

A systematic review of the feedback received from FCMAT, including updates on recommendations such as position control, budgeting, and consultant use. Administrators recommended incorporating this review into the ongoing fiscal update item.

A presentation on Career and Technical Education (CTE).

8. ADJOURNMENT

Member Cortes motioned to adjourn the June 27, 2024, Board Meeting at 8:21 p.m. Motion seconded by Member Layne.

Motion (83) passed by a 4-0 vote.
Member Daniel—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