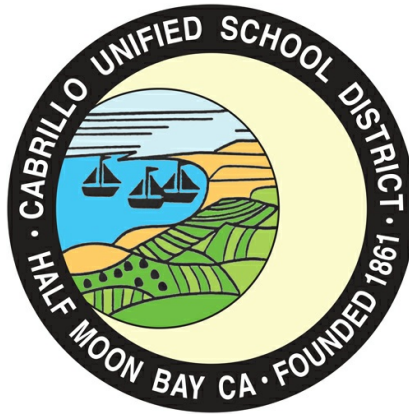




Governing Board Annual Organizational Meeting & Closed Session

CABRILLO UNIFIED SCHOOL DISTRICT

Published on December 11, 2024

Date and Time

Tuesday, December 17, 2024 at 6:30 PM PDT

Location

Cunha Intermediate School Multi-Purpose Room, 600 Church Street, Half Moon Bay, California 94019

Governing Board Annual Organizational Meeting Broadcast Live on [PacificCoast.TV](https://www.pacificcoast.tv)

In compliance with the Americans with Disabilities Act, individuals who require special accommodations (accessible seating, documentation in an accessible format, etc.) should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us or (650) 240-3146. Please notify the district at least 48 hours before the meeting to facilitate reasonable arrangements for accessibility and necessary accommodations, auxiliary aids, or services.

The District provides Spanish interpretation upon request. To request this service, please contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us or (650) 240-3146.

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 regular business hours. Additionally, these documents are accessible on the district's website, cabrillo.k12.ca.us.

PUBLIC COMMENTS GUIDELINES

Members of the public are encouraged to participate in Board meetings and express their views on agenda items or matters within the Board's jurisdiction. To facilitate this, there are two methods available for providing comments:

Submission of Written Comments in Advance: Written comments can be submitted using the Google Public Comments form at cUSD.info/comments. Comments are accepted from the posting of the agenda until 3:00 p.m. on the day of the meeting. Comments should not exceed 300 words; longer comments may not be shared publicly during the meeting. However, all comments received by the deadlines described above, whether or not they are shared publicly during the meeting, will be made available to all Board members and included in the minutes.

Provision of In-Person Comments During the Meeting: To address the Board during the meeting, members of the public should submit a "Request to Address the Board" slip, available on the handout table, to the Administrative Assistant to the Superintendent before the item is introduced. It is recommended to submit the slip as early as possible. When recognized by the Board President, speakers should proceed to the podium and keep their comments brief.

The Board limits total public input to 20 minutes per item, with equitable adjustments to time limits to accommodate diverse viewpoints. In exceptional circumstances requiring full public input, the Board President, with Board consent, may adjust the time allowed per speaker or for public input as needed. The Board 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 monitor time and notify speakers when there are 30 seconds remaining and when the time is up. Please adhere to these time limits.

- **Agenda items** may be addressed after the staff presentation.
- **Closed session items** may be addressed under "Public Comment on Closed Session Topics."
- Note that during **special meetings**, there is no provision for discussing non-agenda topics. Any matters not on the agenda can be addressed at regular meetings during "Public Comments" under the Communication section.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The CUSD Governing Board does not act upon nonagendized matters except under limited circumstances as permitted by law. Matters raised will be referred to staff for further examination and action where appropriate.

All Regular Board meetings are broadcast live on [PacificCoast.TV](https://www.pacificcoast.tv). Video recordings, if available, will be uploaded to our [Governing Board Meetings YouTube](https://www.youtube.com/channel/UC...) channel in the days following the meeting.

1. OPENING ITEMS

- a. Call Public Session to Order
- b. Roll Call / Quorum
- c. Pledge of Allegiance
- d. Approval of the Agenda

2. ADMINISTRATION OF OATH OF OFFICE BY THE SUPERINTENDENT

- a. Loyalty Oath: Peter Cerneka

[2.a Loyalty Oath - Peter Cerneka.pdf \(p. 5\)](#)

- b. Loyalty Oath: Breanna Lafontaine

[2.b Loyalty Oath - Breanna Lafontaine.pdf \(p. 6\)](#)

3. ANNUAL GOVERNING BOARD ORGANIZATION

- a. Election of Governing Board Officers to Serve from December 2024 through December 2025

[3.a Election of Governing Board Officers.pdf \(p. 7\)](#)

[3.a.1 Bylaw 9100 Organization.pdf \(p. 9\)](#)

- | | |
|--|----------|
| 1. President | (Action) |
| 2. Vice President | (Action) |
| 3. Clerk of the Governing Board | (Action) |
| 4. Secretary to the Board | (Action) |
| 5. Authorization of President, Vice President, Clerk to the Governing Board, and/or Secretary as signatories for the Governing Board | (Action) |

- b. Approval of the Schedule of Regular Governing Board Meetings for the Year 2025 and Revision to Board Bylaw 9320: Meetings and Notices (Action)

[3.b Board Memo Regular Board Meetings Schedule and BB 9320 2025.pdf \(p. 10\)](#)

[3.b.1 2025_Board_Meetings_Schedule_DRAFT.pdf \(p. 11\)](#)

[3.b.2 Bylaw 9320 Meetings And Notices_DRAFT.pdf \(p. 12\)](#)

- c. Designation of Governing Board Representatives to District-Created Committees and Other Committees/Commissions for the Year 2025 (Action)

[3.c Designation of Board Representatives.pdf \(p. 17\)](#)

- d. Review of Annual Remuneration, Reimbursement, and Other Benefits of Board Members (Action)

[3.d Board Memo BB 9250 Remuneration, Reimbursement And Other Benefits.pdf \(p. 18\)](#)

[3.d.1 CUSD Bylaw 9250 Remuneration Reimbursement And Other Benefits 231214.pdf \(p. 19\)](#)

[3.d.2 CSBA Sample_Bylaw 9250 Remuneration Reimbursement And Other Benefits.pdf \(p. 20\)](#)

4. GOVERNANCE MATTERS

- a. Board Discussion on Governing Board New Business (Discussion)

[4.a Board Memo Board New Business.pdf \(p. 23\)](#)

- b. Board Discussion on Governing Board Operations

(Discussion)

[4.b Board Memo Board Operations.pdf \(p. 24\)](#)

5. CLOSED SESSION

- a. Identification of Closed Session Topics of Discussion (Please refer to the list of items identified in Agenda Section 5c, below.)
- b. Public Comments on Closed Session Topics
- c. 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. Public Employee Appointment (Government Code §54957 (b)(1))

Title: Superintendent

- d. Adjourn Closed Session and Reconvene Open Session

6. OPEN SESSION

- a. Closed Session Action Report

7. CLOSING ITEMS

- a. Adjourn Meeting

(Action)

LOYALTY OATH

STATE OF CALIFORNIA }
COUNTY OF SAN MATEO } S. S.

*I, Peter Cerneka, do solemnly swear (or affirm)
that I will support and defend the Constitution of the United States and
the Constitution of the State of California against all enemies, foreign and
domestic; that I will bear true faith and allegiance to the Constitution of
the United States and the Constitution of California; that I take this
obligation freely, without any mental reservation or purpose of evasion; and
that I will well and faithfully discharge the duties upon which I am about
to enter.*

Witness my hand this...17th....day of.....December....., 2024__

.....
Affiant

Subscribed and sworn to before me

this..17th..day of December....., 2024__

.....
Official authorized to administer oaths

Title.....Interim Superintendent.....

LOYALTY OATH

STATE OF CALIFORNIA }
COUNTY OF SAN MATEO } S. S.

*I, Breanna Lafontaine, do solemnly swear (or affirm)
that I will support and defend the Constitution of the United States and
the Constitution of the State of California against all enemies, foreign and
domestic; that I will bear true faith and allegiance to the Constitution of
the United States and the Constitution of California; that I take this
obligation freely, without any mental reservation or purpose of evasion; and
that I will well and faithfully discharge the duties upon which I am about
to enter.*

Witness my hand this...17th....day of.....December....., 2024__

.....
Affiant

Subscribed and sworn to before me

this..17th..day of December....., 2024__

.....
Official authorized to administer oaths

Title.....Interim Superintendent.....



CABRILLO UNIFIED SCHOOL DISTRICT

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INTERIM SUPERINTENDENT

Jeff Harding, Ed.D

GOVERNING BOARD

Mary Beth Alexander

Lizet Cortes

Carmen Daniel

Kimberly Hines

Sophia Layne

MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Jeff Harding, Ed.D., Interim Superintendent
CATEGORY: Action
ITEM TITLE: Election of Governing Board Officers to Serve from December 2024 through December 2025

BACKGROUND INFORMATION

Pursuant to Board Bylaw 9100, the Governing Board shall hold an annual organizational meeting. At this meeting, the Board shall elect a president, vice president, and/or clerk from its members, appoint the Superintendent as secretary to the Board, and authorize signatures.

PROPOSAL/REPORT

According to the Board Bylaw, at this meeting, the Board shall:

1. Elect a President

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy, including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

2. Elect a Vice President

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

3. Elect a Clerk of the Governing Board

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

4. Appoint the Superintendent as Secretary to the Board

The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute, and maintain the Board agenda
2. Record, distribute, and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

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

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Elect Governing Board Officers to serve from December 2024 through December 2025.

Bylaw 9100: Organization

Status: ADOPTED

Original Adopted Date: 12/11/2008 | **Last Revised Date:** 01/26/2016 | **Last Reviewed Date:** 11/10/2022

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

The Board shall each year elect one of its members to be clerk. This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as clerk, the member shall serve the next year as vice president.

After one year as vice president the elected member shall serve one year as president of the Board. Should the incoming president of the Board choose not to accept the office of president, the board shall advance the rotation, with the incoming president that declines the office becoming one of the members at large and all other members moving forward in the rotation of officers of the board.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.



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INTERIM SUPERINTENDENT

Jeff Harding, Ed.D

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Jeff Harding, Ed.D., Interim Superintendent
CATEGORY: Action
ITEM TITLE: Approval of the Schedule of Regular Governing Board Meetings for the Year 2025 and Revision to Board Bylaw 9320: Meetings and Notices

BACKGROUND INFORMATION

Pursuant to Board Bylaw 9100, the Governing Board is required to hold an annual organizational meeting. During this meeting, the Board approves the schedule of regular meetings for the upcoming year.

Traditionally, the Governing Board has held one regular meeting each month. Per Board Bylaw 9320, regular meetings are scheduled at 6:30 p.m. on either the second or third Thursday of each month.

This year, staff is proposing a revised draft calendar that schedules regular meetings on the second, third, and fourth Thursdays of each month. Additionally, to comply with Education Code 35140 and Government Code 54954, which mandate the Board to fix the time and location of its regular meetings by rule or regulation, the proposed amendment to Board Bylaw 9320 will also specify the location of regular meetings.

PROPOSAL

Staff has prepared a draft schedule for 2025, which includes meetings on the second, third, and fourth Thursdays of each month.

To ensure compliance with Education Code 35140 and Government Code 54954, staff also recommends amending Board Bylaw 9320: Meetings and Notices to align with the revised meeting schedule and to include the fixed time and location of regular meetings.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Staff recommends that the Governing Board approve the schedule of regular Governing Board meetings for the year 2025 and amend Board Bylaw 9320: Meetings and Notices accordingly.

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue • Half Moon Bay, CA 94019
Superintendent's Office



Schedule of Regular Governing Board Meetings for 2025

DATE	TIME
Thursday, January 23, 2025*	6:30 p.m.
Thursday, February 27, 2025*	6:30 p.m.
Thursday, March 20, 2025	6:30 p.m.
Thursday, April 24, 2025*	6:30 p.m.
Thursday, May 15, 2025	6:30 p.m.
Thursday, June 12, 2025	6:30 p.m.
Thursday, June 26, 2025	6:30 p.m.
July - TBD	TBD
Thursday, August 21, 2025	6:30 p.m.
Thursday, September 11, 2025	6:30 p.m.
Thursday, October 9, 2025	6:30 p.m.
Thursday, November 13, 2025	6:30 p.m.
Thursday, December 11, 2025	6:30 p.m.

*Not the second or third Thursday of the month.

Bylaw 9320: Meetings And Notices

Status: DRAFT

Original Adopted Date: 02/12/2009 | **Last Revised Date:** 08/08/2024 | **Last Reviewed Date:** TBD

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Board shall hold one regular meeting each month. Regular meetings shall be held at 6:30 p.m. on the second, or third, or fourth Thursday of the month in the Cunha Intermediate School Library, located at 600 Church Street, Half Moon Bay, California, as reflected on the annual schedule of the Regular Governing Board Meetings.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5) *An emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district

10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953) During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953) All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

The district may, in its discretion, provide a physical location from which the public may attend or comment.
(Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
 2. State or local officials continue to impose or recommend measures to promote social distancing
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CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

INTERIM SUPERINTENDENT

Jeff Harding, Ed.D

GOVERNING BOARD

Mary Beth Alexander

Lizet Cortes

Carmen Daniel

Kimberly Hines

Sophia Layne

MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Jeff Harding, Ed.D., Interim Superintendent
CATEGORY: Discussion/Action
ITEM TITLE: Designation of Governing Board Representatives to District-Created Committees and Other Committees/Commissions for the Year 2025

BACKGROUND INFORMATION

In accordance with Board Bylaw 9100, the Governing Board conducts an annual organizational meeting to designate Board representatives to serve on various committees or commissions of the district, as well as on committees and organizations of public agencies or groups with which the district collaborates.

Board representatives play a key role in fostering communication and collaboration by attending meetings and events, sharing relevant updates, and reporting progress to the Board and Superintendent during monthly "Board Communications" updates. To ensure focus and manageability, staff has provided a list of no more than ten (10) committees for assignment.

REPORT/PROPOSAL

Assignments	Board Member(s)
San Mateo County Committee on School District Organization	
Career Technical Education Advisory Committee	
City-District (2+2) Committee	
CSBA & Legislative Action Representatives	
District English Learner Advisory Committee	
Environmental Sustainability Committee	
Budget Advisory Committee	
Latino Round Table / DEI Committee	
Parent Teacher Organization (PTO) Alliance	
San Mateo County School Board Association	
Board Policy Review Committee	

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

Designate Governing Board Representatives for the 2025 calendar year.

Los Listos Preschool • Alvin S. Hatch Elementary • El Granada Elementary • Farallone View Elementary • Kings Mountain Elementary
Cunha Intermediate School • Half Moon Bay High School • Pilarcitos High School & Alternative Education • La Costa Adult School



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MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Jeff Harding, Ed.D., Interim Superintendent
CATEGORY: Discussion/Possible Action
ITEM TITLE: Review of Annual Remuneration, Reimbursement, and Other Benefits to Board Members

BACKGROUND INFORMATION

The Cabrillo Unified School District Board of Education reviews Board Bylaw 9250: Remuneration, Reimbursement, and Other Benefits during its annual organizational meeting. Education Code 35120 stipulates that the Governing Board may receive a monthly compensation of \$240. Education Code 35120 also stipulates that, on an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in this section, in an amount not to exceed five percent based on the present monthly rate of compensation. Districts also have the option of providing health and welfare benefits to Board members pursuant to Government Code §53205.

Below is a summary of past Board actions:

Board Agenda Date	Beginning Amount	Board Action	5% Increase	Monthly Remuneration	Effective Date
December 8, 2020	N/A	Approval of Compensation	N/A	\$240.00	January 1, 2021
December 14, 2021	\$240.00	Increase	\$12.00	\$252.00	January 1, 2022
December 13, 2022		Increase	\$12.60	\$264.60	January 1, 2023
December 14, 2023		Increase	\$13.23	\$277.83	January 1, 2024

REPORT/PROPOSAL

Staff recommends that the Board complete its annual review of Board Bylaw 9250 to consider any changes to compensation, reimbursement, or other benefits. If consensus is reached to maintain the current policy, no formal action is required. If the Board determines to modify compensation or other terms, a formal vote will be required.

Staff provides current CUSD Board Bylaw 9250 and CSBA model policy language for reference and discussion.

FINANCIAL IMPACT

Should Board members choose to increase the compensation level to the allowable five percent, it would constitute an increase of \$13.89 per month or a total of \$291.72 per month per Board member electing to receive compensation for their service effective January 1, 2025.

RECOMMENDATION

Complete the review of Board Bylaw 9250 as it pertains to Compensation, Reimbursement, and Other Benefits. If the Board approves an increase in remuneration, staff will update Board Bylaw 9250 to reflect the new amount.

Bylaw 9250: Remuneration, Reimbursement And Other Benefits

Status: ADOPTED

Original Adopted Date: 12/11/2008 | **Last Revised Date:** 12/14/2023 | **Last Reviewed Date:** 12/14/2023

Compensation

Each member of the Governing Board may receive a monthly compensation of **\$277.83**. (Education Code 35120)

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Board members who elect to participate shall pay the full cost of premiums.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Bylaw 9250: Remuneration, Reimbursement And Other Benefits

Status: ADOPTED

Original Adopted Date: 11/01/2001 | Last Revised Date: 08/01/2013 | Last Reviewed Date: 08/01/2013

Compensation

OPTION 1: Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

OPTION 1 ENDS HERE

OPTION 2: Each member of the Governing Board may receive a monthly compensation of \$ _____. (Education Code 35120)

OPTION 2 ENDS HERE

OPTION 3: The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

OPTION 3 ENDS HERE

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal

officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

OPTION 1: The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.

OPTION 1 ENDS HERE

OPTION 2: Board members who elect to participate shall pay the full cost of premiums.

OPTION 2 ENDS HERE

OPTION 3: The district shall pay \$ _____ as a reimbursement for costs of approved health plans that have been paid by Board members.

OPTION 3 ENDS HERE

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

OPTION 1: (Benefits paid by district)

The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)

OPTION 1 ENDS HERE

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

OPTION 2: (Benefits paid by former Board member)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

OPTION 2 ENDS HERE

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.



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MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Kimberly Hines, Board President
CATEGORY: Discussion
ITEM TITLE: Board Discussion on Governing Board New Business

BACKGROUND INFORMATION

Board President Kimberly Hines has introduced a standing item for discussion on New Business for future meetings. This item will be addressed as needed, providing a flexible opportunity for Board members to explore future items and presentations and collaboratively consider and propose new ideas and initiatives related to the Cabrillo Unified School District's improvement goals.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Governing Board members are encouraged to participate actively in the ongoing discussions on New Business as needed.



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MEMORANDUM

MEETING DATE: December 17, 2024
TO: Members of the Governing Board
FROM: Kimberly Hines, Board President
CATEGORY: Discussion
ITEM TITLE: Board Discussion on Governing Board Operations

BACKGROUND INFORMATION

Board President Kimberly Hines has introduced a standing item for discussion on Operations. This will provide a regular opportunity for the Board members to deliberate on operational matters as they arise and review best practices and governance.

Board President Kimberly Hines has introduced a standing item for discussion on Operations. This item will be addressed as needed, providing a flexible opportunity for Board members to deliberate on operational matters as they arise and review best practices and governance.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Governing Board members are encouraged to participate actively in the ongoing discussions on Operations as needed.