Regular Governing Board Meeting

Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, June 26, 2025, at 6:00 PM

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

Video Recording on Pacific Coast TV YouTube Channel:

https://www.youtube.com/playlist?list=PLFUunuheJ0ZVRqCNQQy7IC-5fv3KEKlPr

1. OPENING ITEMS

a. Call Public Session to Order

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

b. Roll Call / Quorum

A quorum of the Board was present.

Board Members Present:

- Carmen Daniel, President
- Lizet Cortes, Vice President - arrived at 6:01 p.m.
- Peter Cerneka, Clerk - arrived at 6:09 p.m.
- Breanna Lafontaine, Member
- Mary Beth Alexander, Member

Administrators Present:

- Dr. Ramon Miramontes, Interim Superintendent
- Jennifer Marsh, Chief Business Officer
- Dr. Leticia Bhatia, Deputy Superintendent

c. Pledge of Allegiance

President Daniel led the Pledge of Allegiance.

d. Approval of the Agenda

A motion was made to approve the agenda as presented.

Moved by: Carmen Daniel
Seconded by: Lizet Cortes

Aye	Mary Beth Alexander, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 4-0

Absences:
Pter Cerneka, Clerk - arrived at 6:09 p.m.

2. SPOTLIGHT THE COASTSIDE WAY!

a. Celebrating Our Success

1. Honoring **Corrine Bucher** for her dedicated service and countless contributions to the Cabrillo Unified School District through her leadership of the Cabrillo Education Foundation.
   The Governing Board honored Corrine Bucher for her dedicated service and contributions to the Cabrillo Unified School District through her leadership of the Cabrillo Education Foundation.

b. Cabrillo Education Foundation Presentation (Presentation)

Supporting Documents/Attachments:

1. CEF Presentation 06.26.2025.pdf
   Corrine Bucher, Executive Director of CEF, presented an update on CEF's mission, endowment growth, funded programs, and future initiatives, highlighting continued support for Science, Math, Early Literacy, and College/Career readiness.

3. GENERAL BUSINESS

a. Presentation of Draft Facilities Master Plan for Half Moon Bay High School by QKA (Presentation)

Supporting Documents/Attachments:

1. Draft of the Facilities Master Plan for HMB High School.pdf

Aaron Jobson and Lyanne Schuster of Quattrocchi Kwok Architects presented the draft Facilities Master Plan for Half Moon Bay High School, outlining existing conditions, proposed modernizations, and new construction projects.

b. Approval of the Local Control Accountability Plan (LCAP) 2025-26 (Action)

Supporting Documents/Attachments:

1. 2025-26 LCAP CUSD v06182025.pdf

A motion was made to approve Item 3b as presented.

Moved by: Mary Beth Alexander

Seconded by: Breanna Lafontaine

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

c. Adoption of CUSD Budget for the Fiscal Year 2025-26 (Action)

Supporting Documents/Attachments:

1. CUSD Budget for Fiscal Year 2025-26

A motion was made to approve Item 3c as presented.

Moved by: Lizet Cortes

Seconded by: Peter Cerneka

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

d. Districtwide Bond Facilities Project Update Presentation

(Presentation)

Supporting Documents/Attachments:

1. Districtwide Bond Facilities Project Update

Drew Gamet, Bond Program Fiscal Director, and Roger Anchartechahar, Senior Project Manager with Vanir Construction Management, presented a districtwide update on bond-funded facilities projects, including progress at Farallone View, El Granada, Cunha Middle School, and Half Moon Bay High School.

e. Approval of Agreement with Crisp Imaging for Secure Document Digitization and Retention Services (Action)

Supporting Documents/Attachments:

1. Crisp Imaging Estimate

A motion was made to approve Item 3e as presented.

Moved by: Lizet Cortes

Seconded by: Breanna Lafontaine

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

4. COMMUNICATIONS

a. Public Comments on Nonagenda or Consent Items

Ann Mori presented a letter to the Board regarding the summer swim program, addressing statements about safety, risk, and support for the program, and encouraged members to review the letter in full.

b. Employee Organizations Report

1. Cabrillo Unified Teachers Association (CUTA) Representatives
   CUTA President John Carey commented on voluntary transfers and notification procedures, and requested a reset and further collaboration regarding the TK and K

enrichment program to allow broader teacher input.

2. California School Employee Association (CSEA) Representatives
   None.

5. CONSENT AGENDA

Items listed under the Consent Agenda are of a routine nature and are not anticipated for Board discussion. The Superintendent recommends their approval. If any Board member requests the removal of an item from the consent agenda, it shall be taken off and individually considered as a regular agenda item. The Consent Agenda requires a motion, a second, and approval by a roll call vote. Each item approved by the Governing Board on the Consent Agenda is considered in full and adopted as recommended.

A motion was made to approve the Consent Agenda as presented.

Moved by: Breanna Lafontaine
Seconded by: Lizet Cortes

Aye Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

a. Approval of the 2025-26 Site and District Professional Development Plan

Supporting Documents/Attachments:

1. Collaboration-Professional Development SUPER FRIDAY 2025-26.pdf

b. Approval of 2024-25 Consolidated Application

Supporting Documents/Attachments:

1. 2025-26 Application of Funding.pdf

c. Approval of 2024-27 Collaborative Education Advisors (CEdAd) Agreement to Support CUSD & SSFUD with the K12 SWF R7 CTE Services and Initiatives

Supporting Documents/Attachments:

1. CEdAd-K12SWP R7_MOU-2024-27_Redacted.pdf

d. Approval of Certificated Personnel Report

e. Approval of Classified Personnel Report

f. Approval of MOU with CUTA and Career Technical Education (CTE) Job Description

Supporting Documents/Attachments:

1. CUTA CTE Intructors MOU 05.23.25_Redacted.pdf
2. Exhibit A.Career Technical Education (CTE) Job Description.pdf

g. Approval of Updated Board Certified Behavior Analyst Job Description

Supporting Documents/Attachments:

1. BCBA Job Description.pdf

h. Approval of Assistant Principal on Special Assignment Job Description

Supporting Documents/Attachments:

1. Assistant Principal on Special Assignment Job Description.pdf

i. Approval of Senior Human Resources Administrator Job Description

Supporting Documents/Attachments:

1. Senior Human Resources Administrator Job Description.pdf

j. Approval of the Deputy Superintendent of Educational Services Contract Extension

Supporting Documents/Attachments:

1. Deputy Superintendent Contract Extension 2025-27.pdf

k. CUSD Initial Proposals to California School Employees Association (CSEA) for Negotiations 2025-2026

Supporting Documents/Attachments:

1. CUSD Sunshine Reopener to CSEA 2025_Redacted.pdf

l. Approval of CSEA 2025-26 Updated Collective Bargaining Agreement and Tentative Agreement Article 5 on Hours and Overtime

Supporting Documents/Attachments:

1. CSEA Collective Bargaining Agreement.pdf
2. CSEA Tentative Agreement on Hours and Overtime.pdf

m. Approval of CUTA Collective Bargaining Agreement for 2025-26

Supporting Documents/Attachments:

1. CUTA Collective Bargaining Agreement.pdf

n. Enrollment Report

Supporting Documents/Attachments:

1. 2024-25 Enrollment Report Period 11

o. Approval of Districtwide Phone Services Agreement with 101Voice

Supporting Documents/Attachments:

1. 101Voice Quote

p. Approval of Governing Board Meeting Minutes

Supporting Documents/Attachments:

1. Regular Meeting - May 15 2025 - Minutes - Html

6. GOVERNING BOARD REPORTS

a. Board Members

Member Breanna Lafontaine reported attending a school funding task force meeting with other county board members to discuss ways to support increased education funding. She also commented on the high school construction project process, noting it as realistic and transparent.

Member Mary Beth Alexander reported on the San Mateo County Office of Education's school funding task force and its legislative focus areas. She also noted staff recognition for chronic absenteeism efforts, mentioned Proposition 98

protections, and commented on staff communications and work.

Vice President Lizet Cortes reported on the Los Listos graduation, noting the event's inclusivity and strong community participation. She encouraged attendance at future events, commented on the program's impact, and wished teachers and students an enjoyable summer.

Clerk Peter Cerneka reported on attending the Los Listos graduation and observing the program's inclusion of students with special needs. He also mentioned recent conversations with community members about the new pool and the potential for it to serve both the district and the community.

President Carmen Daniel did not provide a report.

b. Superintendent Report

7. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion

b. Public Comments on Closed Session Items

None.

c. Adjourn to Closed Session

1. **CONFIDENTIAL STUDENT MATTER:** Approval of Individual Services Agreements
    a. Student # 060125
    b. Student # 060225
    c. Student # 060325

d. Adjourn Closed Session and Reconvene Open Session

e. Report Action Taken in Closed Session

President Daniel reported the following action in Closed Session:

The Board voted 5-0 to approve the Individual Services Agreement, Case No.060125.

The Board voted 5-0 to approve the Individual Services Agreement, Case No. 060225.

The Board voted 5-0 to approve the Individual Services Agreement, Case No. 060325.

8. CLOSING ITEMS

a. Adjournment of the Meeting

A motion was made to adjourn the June 26, 2025, Regular Meeting at 8:17 p.m.

Moved by: Lizet Cortes

Seconded by: Peter Cerneka

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

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

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Peter Cerneka, Clerk