Regular Governing Board Meeting

Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, November 13, 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 6:02 p.m.
- Peter Cerneka, Clerk
- Breanna Lafontaine, Member
- Mary Beth Alexander, Member
- Maverick Johnson, Student Board Member, Half Moon Bay High School
- Martin Juarez, Student Board Member, Pilarcitos High School

Administrators Present:

- Dr. Ramon Miramontes, Superintendent
- Jennifer Marsh, Chief Business Officer

- Israel Castillo, Chief Academic Officer

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: Mary Beth Alexander
Seconded by: Peter Cerneka

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

Passed 4-0

Preferential Votes:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School
Absences:
Lizet Cortes, Vice President - arrived at 6:02 p.m.

2. SPOTLIGHT THE COASTSIDE WAY!

a. Celebrating Our Success

1. **Community Celebrations**
    a. Recognition of Half Moon Bay High School PTO Leaders Amber Stariha and Danielle Swem, and the PTO Board, for Outstanding Support of School Programs, Staff Appreciation, and Challenge Day Funding and Support

Chief Academic Officer Israel Castillo presented a certificate of recognition to ***Amber Stariha, Danielle Swem, and the PTO Board*** on behalf of the Board.

2. **Half Moon Bay High School Celebrations**
    a. Recognition of School Counselors and Wellness Coordinator John Nieman, Devon Quirk, Allie Michelotti, and Shanti Bechar for Their Dedicated Support of Student Mental Health and Leadership in Challenge Day

Chief Academic Officer Israel Castillo presented a certificate of recognition to School Counselors and ***Wellness Coordinators John Nieman, Devon Quirk, Allie Michelotti, and Shanti Bechar***on behalf of the Board.

b. Recognition of Restorative Therapist Coordinator Loryn Hicks for Her Outstanding Contributions to Student Conflict Resolution and Promotion of Restorative Practices

Chief Academic Officer Israel Castillo presented a certificate of recognition to ***Restorative Therapist Coordinator Loryn Hicks*** on behalf of the Board.

b. Half Moon Bay High School Presentation (Presentation)

Supporting Documents/Attachments:

1. 2025-26 HMBHS Governing Board Presentation 11.13.25.pdf
   Principal Andy Boysen presented an overview of Half Moon Bay High School, highlighting academic performance, student programs, demographic trends, and ongoing efforts to support achievement, wellness, and college and career readiness.

c. Student Board Members Report

1. Half Moon Bay High School Student Board Member ***Student Board Member Maverick Johnson*** reported on recent school activities, including athletics, Challenge Day, leadership events, winter plans, and student requests regarding rainy-day MU access and improved trash can placement.
2. Pilarcitos High School Student Board Member ***Student Board Member Martin Juarez*** thanked Dr. Miramontes for supporting the horse class, announced a new part-time counselor, and reported that the Pilarcitos Coyote Foundation received official 501(c)(3) status.

3. GENERAL BUSINESS

a. **District-Wide Bond Facilities Project Update** (Presentation)

Supporting Documents/Attachments:

1. District-Wide Bond Facilities Project Update Presentation
   Bond Program Fiscal Director Drew Gamet and Vanir Senior Project Manager Roger Anchartechahar presented the districtwide bond facilities update, outlining progress on modernization, construction timelines, project completions, and budget impacts across Farallone View, El Granada, Cunha, and Half Moon Bay High School.

   Notes:
   Student Board Member Maverick Johnson left the meeting at the conclusion of this presentation at 7:36 p.m.
   Student Board Member Martin Juarez left the meeting at the conclusion of this item at 7:45 p.m.

b. Approval of Amendment No. 1 to Facilities Lease with Rodan Builders, Inc. for El Granada Elementary School Modernization Phase 2 Project (Action)

Supporting Documents/Attachments:

1. Amendment 1 to Facilities Lease (El Granada ES Mod Ph 2)

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

Moved by: Peter Cerneka

Seconded by: Lizet Cortes

This motion did not move forward.

The motion was not brought to a vote because conversation shifted toward a potential amendment.

An amended motion was made to approve the item with the removal of item #7 of Exhibit 1, which included reconditioning the existing laydown area to provide a grass play field.

Moved by: Mary Beth Alexander

Seconded by: Peter Cerneka

This amended motion did not move forward.

The Board did not finalize or vote on this amendment because the Superintendent advised leaving the item as written and returning with updated information in January.

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

Moved by: Peter Cerneka
Seconded by: Lizet Cortes

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

Passed 4-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School - left the meeting at 7:45 p.m.

c. **Authorization to Purchase and Install Verkada Video Surveillance Solution at Cunha Intermediate School** (Action)

Supporting Documents/Attachments:

1. Cunha Intermediate School Verkada Video Solution Proposal

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

Moved by: Peter Cerneka
Seconded by: Carmen Daniel

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

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School

- left the meeting at 7:45 p.m.

d. Authorization to Approve Vanir Proposal for Extended Project Management Services for El Granada Elementary School Phase 2 Project (Action)

Supporting Documents/Attachments:

1. Vanir Proposal for Extended PM Services

A motion was made to approve Item 3d, as presented.

Moved by: Peter Cerneka

Seconded by: Lizet Cortes

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

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School - left the meeting at 7:45 p.m.

4. GOVERNANCE MATTERS

a. Governance Team Commitment to Enhance Communication to the Community (Presentation/Discussion)

Supporting Documents/Attachments:

1. 2025-26 Organizational Charts 11.13.25.pdf
2. Strengthening Communication and Community Engagement 11.13.2025.pdf

Superintendent Dr. Ramon Miramontes presented an update on strengthening communication and community engagement, outlining guiding principles, areas for improvement, and proposals to enhance transparency, stakeholder involvement, and alignment with district goals.

b. **Proposal to Set Annual Organizational Meeting on Thursday, December 11, 2025, During the Scheduled**

Regular Board Meeting (Action)

A motion was made to approve Item 4b, as presented.

Moved by: Mary Beth Alexander
Seconded by: Carmen Daniel

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

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School - left the meeting at 7:45 p.m.

5. COMMUNICATIONS

a. Public Comments on Nonagenda or Consent Items

Amber Stariha addressed district communication, highlighting topics including internal and external communication practices, staff notification timing, communication channels, message volume, and opportunities for staff and community input.

b. Employee Organizations Report

1. Cabrillo Unified Teachers Association (CUTA) Representatives
   None.
2. California School Employee Association (CSEA) Representatives
   Vice President Paul Harrison reported on the chapter's executive board updates, recent voting process, negotiations meetings, member participation, compensation and benefits considerations, and upcoming work related to staffing and contract discussions.

6. 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. (Action)

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

Moved by: Breanna Lafontaine
Seconded by: Carmen Daniel

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

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School - left the meeting at 7:45 p.m.

a. Adoption of Resolution 19-2025 Endorsing November 14, 2025, as Ruby Bridges Walk to School Day

Supporting Documents/Attachments:

1. Resolution 29-2025 Ruby Bridges Walk to School Day 2025.pdf

b. **Approval of Boys and Girls Club MOU for 1st–6th Grade After-School Programs for the 2025-26 School Year**

Supporting Documents/Attachments:

1. BGCC ELOP MOU_2025-26.pdf

c. Approval of Certificated Personnel Report

d. **Approval of Classified Personnel Report**

e. Approval of the Human Resources Specialist Job Description

Supporting Documents/Attachments:

1. Human Resources Specialist Job Description.pdf

f. Approval of Coordinator of Educational Services Job Description

Supporting Documents/Attachments:

1. Coordinator of Educational Programs Job Description .pdf

g. **CUSD Enrollment Report**

Supporting Documents/Attachments:

1. 2025-26 Enrollment Report Period 2
2. 2025-26 Enrollment Report Period 3

h. **Approval of Donations to Cabrillo Unified School District**

Supporting Documents/Attachments:

1. Summary Site Donations 11.13.2025

i. **Information on Warrant Register Report Processed**

Supporting Documents/Attachments:

1. 100125-103125 Warrant Register

j. **Approval of Memorandum of Understanding with CUSD, the City of Half Moon Bay, and BGCC**

Supporting Documents/Attachments:

1. Memorandum of Understanding CUSD, the City of Half Moon Bay, & BGCC

k. **Authorization to Submit Career Technical Education Facilities Program Grant Application for Building J Modernization at Half Moon Bay High School**

l. Approval of Developer Fees Report for Fiscal Year 2024-25

m. Approval of Pre-Qualified Pool of Architectural Services Firms for Measure K Bond Projects

n. **Authorization to Purchase PreK and K Play Structure for El**

Granada Elementary School Phase 2 Modernization

Supporting Documents/Attachments:

1. Miracle Proposal El Granada ES PreK & K Play Structure

o. **Approval of Governing Board Meeting Minutes**

Supporting Documents/Attachments:

1. Regular Meeting - Oct 09 2025 - Minutes - Html

7. GOVERNING BOARD REPORTS

a. Board Members

Member Breanna Lafontaine reported attending recent district events, including a community circle and Challenge Day, encouraged increased engagement with students, noted upcoming volunteer opportunities, referenced committee discussions on school meal quality and kitchen planning, and acknowledged the district's observance of Ruby Bridges Walk to School Day.

Member Mary Beth Alexander reported updates on upcoming San Mateo County School Boards Association meetings, legislative and CTE sessions, survey requests, USC research outreach, Kent Awards planning, policy update briefings, and upcoming conferences, and noted general appreciation for staff efforts districtwide.

Vice President Lizet Cortes noted having no major updates this month and briefly referenced general health reminders and appreciation for district communication, expertise, and ongoing staff contributions.

President Carmen Daniel reported attending the County Committee on School District Organization meeting, representing the district during representative voting, and noted the committee's role in determining district boundary lines.

Clerk Peter Cerneka referenced earlier transparency discussions, noted the Superintendent's temporary assumption of human resources duties, and acknowledged conversations related to the district's observance of Ruby

Bridges Walk to School Day.

b. Superintendent Report

Superintendent Dr. Ramon Miramontes reported that the district recognized World Kindness Day with kindergarten activities and shared seasonal remarks of appreciation for students, families, staff, and community partners.

8. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion

President Daniel identified the topics listed in the Closed Session agenda.

b. Public Comments on Closed Session Items

None.

c. Adjourn to Closed Session

The Board adjourned to Closed Session at 9:17 p.m.

d. CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)

- District-designated representatives: Dr. Ramon Miramontes, Superintendent
- Employee organizations: Cabrillo Unified Teachers Association, California School Employees Association Chapter 485, and Unrepresented/Confidential

e. Adjourn Closed Session and Reconvene Open Session

The Board reconvened to Open Session at 9:26 p.m.

f. Report Action Taken in Closed Session

President Daniel reported no action was taken in Closed Session.

9. CLOSING ITEMS

a. Adjournment of the Meeting

A motion was made at adjoun the November 13, 2025 Regular Board Meeting at 9:30 p.m.

Moved by: Carmen Daniel
Seconded by: Peter Cerneka

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

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School - left the meeting at 7:36 p.m.
Martin Juarez, Student Board Member, Pilarcitos High School - left the meeting at 7:45 p.m.

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

Peter Cerneka, Clerk