



**Annual Organization and Regular Governing Board Meeting
Meeting Minutes
CABRILLO UNIFIED SCHOOL DISTRICT**

Date and Time

Thursday, December 11, 2025, at 6:00 p.m.

Location

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 6:03 p.m.
- b. Roll Call / Quorum
A quorum of the Board was present.

Board Members Present:

- Carmen Daniel, President
- Lizet Cortes, Vice President
- 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

Pilarcitos High School Student Board Member led the Pledge of Allegiance.

d. Approval of the Agenda

A motion was made to approve the agenda as presented.

Moved by: Breanna Lafontaine

Seconded by: Mary Beth Alexander

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

2. SPOTLIGHT THE COASTSIDE WAY!

a. Celebrating Our Success

1. Community Celebrations

Recognition of Board Member Carmen Daniel for her exceptional leadership and dedicated service as Board President of the Governing Board in 2025, acknowledging her commitment to collaborative governance, student-centered decision-making, and strengthening partnerships across the Cabrillo Unified School District community.

The Board recognized ***Board Member Carmen Daniel*** for her service as Board President in 2025.

b. Student Board Members Report

1. Half Moon Bay High School Student Board Member ***Student Board Member Maverick Johnson*** provided updates on state assessments participation, campus cleanliness improvements, leadership activities, and upcoming student events.
2. Pilarcitos High School Student Board Member ***Student Board Member Martin Juarez*** provided updates on student activities, community partnerships, foundation fundraising, outdoor education, and college enrollment.

3. ANNUAL GOVERNING BOARD ORGANIZATION

- a. [Election of Governing Board Officers to Serve from December 2025 through December 2026](#)  (Action)

Supporting Documents/Attachments:

1. [Bylaw 9100 Organization.pdf](#) 

A motion was made to elect Member Lizet Cortes as Board President.

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

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

A motion was made to elect Peter Cerneka as Vice President.

Moved by: Breanna Lafontaine

Seconded by: Lizet Cortes

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

A motion was made to elect Breanna Lafontaine as Clerk.

Moved by: Lizet Cortes

Seconded by: Peter Cerneka

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

A motion was made to appoint Superintendent Dr. Ramon Miramontes as Secretary to the Board.

Moved by: Lizet Cortes

Seconded by: Breanna Lafontaine

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

A motion was made to authorize the President, Vice President, Clerk to the Governing Board, and/or Secretary as signatories for the Governing Board.

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

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

b. [Approval of the Schedule of Regular Governing Board](#)

[Meetings for the Year 2026](#)  (Action)

Supporting Documents/Attachments

1. [2026 Board Meetings Schedule DRAFT.pdf](#)

A motion was made to approve the Schedule of Regular Governing Board Meetings for the Year 2026, as presented.

Moved by: Breanna Lafontaine

Seconded by: Peter Cerneka

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

c. [Designation of Governing Board Representatives to Committees and Commissions for the Year 2026](#)

(Discussion/Action)

A motion was made to approve Governing Board Representatives to District-Created Committees and Other Committees/Commissions for the Year 2026, as discussed.

Moved by: Breanna Lafontaine

Seconded by: Lizet Cortes

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

d. [Review of Annual Remuneration, Reimbursement, and Other Benefits to Board Members](#) (Possible Action)

Supporting Documents/Attachments:

1. [Bylaw 9250 Remuneration Reimbursement And Other Benefits 241217.pdf](#) 
2. [Bylaw 9250 Remuneration Reimbursement And Other Benefits SAMPLE.pdf](#) 

A motion was made to approve a five percent (5%) increase to Board Member remuneration.

Moved by: Mary Beth Alexander

Seconded by: Lizet Cortes

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

At 6:27 p.m., a motion was made to recess for 5 minutes to allow for seating adjustments.

Moved by: Carmen Daniel

Seconded by: Breanna Lafontaine

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

President Lizet Cortes reconvened the meeting at 6:32 p.m.

4. GENERAL BUSINESS

- a. [Certification and Approval of CUSD First Interim Financial Report: Fiscal Year 2025-26](#) 

Supporting Documents/Attachments:

1. [First Interim Financial Report: Fiscal Year 2025-26 Presentation](#) 
2. [2025-26 First Interim Report](#) 

A motion was made to approve the CUSD First Interim Financial Report: Fiscal Year 2025-26, 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

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

5. COMMUNICATIONS

- a. Public Comments on Nonagenda or Consent Items
None.
- b. Employee Organizations Report
 - 1. Cabrillo Unified Teachers Association (CUTA)
Representatives
CUTA President John Carrey addressed regional labor updates, district negotiations, evaluation of TK and kindergarten programs, and bargaining priorities related to compensation and benefits to support teacher recruitment and retention.
 - 2. California School Employee Association (CSEA)
Representatives
None.

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.

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

Moved by: Mary Beth Alexander

Seconded by: Peter Cerneka

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

Passed 5-0

Preferential Votes:

Maverick Johnson, Student Board Member, Half Moon Bay High School

Martin Juarez, Student Board Member, Pilarcitos High School

- a. [Ratification of Half Moon Bay High School Cheer Field Trip to Anaheim, California, for Holiday Showcase Cheer Competition, December 11-14, 2025](#) 
- b. [Approval of Half Moon Bay High School Future Farmers of America Field Trip to Made for Excellence Conference in Seaside, California, January 11-12, 2026](#) 
- c. [Approval of Classified Personnel Report](#) 
- d. [Approval of Certificated Personnel Report](#) 
- e. [Approval of Donations to Cabrillo Unified School District](#) 

Supporting Documents/Attachments:

- 1. [Summary Site Donations 12.11.2025](#) 
- f. [CUSD Enrollment Report](#) 
- Supporting Documents/Attachments:**
 - 1. [CUSD Enrollment Report 2025-26 Period 4](#) 
- g. [Information on Warrant Register Report Processed](#) 
- Supporting Documents/Attachments:**
 - 1. [November 2025 Warrant Register Redacted](#) 

- h. [Authorization to Procure New Furniture for El Granada School Phase 2 Modernization, Buildings A, D, and K](#) 

Supporting Documents/Attachments:

1. [Piggyback Furniture Bid Contract](#) 
2. [Proposal for Building K Furniture](#) 
3. [Proposal for Buildings A & D Furniture](#) 

- i. [Approval of Master Services Agreements with Pre-Qualified Architectural Firms for Measure K Bond Projects](#) 

Supporting Documents/Attachments:

1. [DCA Master Service Agreement](#) 
2. [SVA Master Service Agreement](#) 
3. [Peartree Master Service Agreement](#) 

- j. [Approval of Governing Board Policy Updates as Recommended by the California School Boards Association and CUSD Staff for First and Final Reading](#) 

Supporting Documents/Attachments:

1. [Policy Guidesheet.pdf](#) 
2. [5113 AR Absences And Excuses 0925 DRAFT.pdf](#) 
3. [5113.2 BP Work Permits 0925 DRAFT.pdf](#) 
4. [5141 BP Health Care And Emergencies 0925 DRAFT.pdf](#) 
5. [5141.4 BP Child Abuse Prevention And Reporting 0925 DRAFT.pdf](#) 
6. [5142 BP Safety 0925 DRAFT.pdf](#) 

- k. [Approval of Governing Board Meeting Minutes](#) 

Supporting Documents/Attachments:

1. [Regular Meeting - Nov 13 2025 - Minutes - Html](#) 

7. GOVERNING BOARD REPORTS

a. Board Members

Clerk Breanna Lafontaine shared highlights from the CSBA Annual Education Conference, including professional learning and collaboration with board members statewide. She also discussed bond funding considerations and districtwide planning.

Member Mary Beth Alexander reflected on the CSBA Conference, including state legislative updates, reporting requirements, and CSBA efforts to reduce mandated reporting. She also raised considerations regarding the Board officer rotation process.

Vice President Peter Cerneka reported community feedback related to student behavior, reading performance, and facilities funding. He suggested future Board discussions, potential study sessions, and a review of the facilities master plan.

Member Carmen Daniel shared reflections from attending the CSBA Annual Education Conference, including participation in a gubernatorial candidate forum, and noted the importance of communication.

President Lizet Cortes highlighted professional learning at the CSBA conference, acknowledged student board member contributions, discussed student engagement topics, referenced student support programs, and announced an upcoming Familias Unidas meeting.

b. Superintendent Report

Superintendent Dr. Ramon Miramontes shared holiday well wishes for district staff and highlighted the CSBA conference as professional development for Board members. He thanked staff for coordination and monitoring efforts and referenced ongoing district work and governance support.

Dr. Miramontes reported on recent student athletic events demonstrating sportsmanship and positive competition. He also recognized student board member Martin Juarez for receiving an external award, highlighting his leadership and advocacy for students across district schools.

8. CLOSED SESSION

- a. Identification of Closed Session Topics of Discussion
President Cortes identified the topics listed in the Closed Session agenda.
- b. Public Comments on Closed Session Items
None.
- c. Adjournment to Closed Session
The Board adjourned to Closed Session at 7:36 p.m.
- d. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Government Code 54956.9(d)(1))

1. **Case Number:** 121125 (internal identification number for record-keeping purposes)

This item includes confidential attachments, provided exclusively to Board members for Closed Session review.

- e. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code 54956.9(b))

1. **One case**

This item includes confidential attachments, provided exclusively to Board members for Closed Session review.

- f. Adjournment of Closed Session and Reconvening in Open Session
The Board reconvened to Open Session at 7:47 p.m.

- g. Report Action Taken in Closed Session
President Cortes reported the following action in Closed Session:
 - The Board voted 5-0 to approve a Settlement Agreement, Case No. 121125 (internal identification number for record-keeping purposes)

9. CLOSING ITEMS

a. Adjournment of the Meeting

A motion was made to adjourn the December 11, 2025,
Regular Meeting at 7:48 p.m.

Moved by: Breanna Lafontaine

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 7:36 p.m.

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

Breanna Lafontaine, Clerk