



# **Governing Board Meeting Agenda**

## **(Adopted) Meeting Minutes**

### **CABRILLO UNIFIED SCHOOL DISTRICT**

District Office Board Room  
498 Kelly Avenue, Half Moon Bay, CA 94109  
September 12, 2019 7:00 PM  
(Closed Session 6:00 PM)

Board Members Present: Ms. Sophia Layne, President  
Ms. Kimberly Hines, Vice President  
Ms. Lizet Cortes, Clerk to the Governing Board  
Ms. Mary Beth Alexander, Member  
Ms. Freya McCamant, Member

Administrators at the Table: Dr. Sean McPhetridge, Superintendent  
Dr. Leticia Bhatia, Ed.D., Assistant Superintendent  
Dr. Holly Wade, Ph.D., Assistant Superintendent  
Mr. James Crawford, Interim Chief Business Official

Student Board Representative: Ms. Lauren DuBose, Student Board Representative

#### **1. CALL TO ORDER – 6:00 PM**

#### **2. ROLL CALL / QUORUM**

Ms. Sophia Layne, President  
 Ms. Kimberly Hines, Vice President  
 Ms. Lizet Cortes, Clerk to the Governing Board  
 Ms. Mary Beth Alexander, Member  
 Ms. Freya McCamant, Member

#### **3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

#### **4. RECESS TO CLOSED SESSION – 6:01 PM**

#### **5. RECONVENE OPEN SESSION – 7:03 PM**

The Governing Board met in closed session from 6:01 PM to 7:00 PM. President Sophia Layne reported no action taken in closed session.

#### **6. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by by President Sophia Layne.

#### **7. ADOPTION OF AGENDA AS PRESENTED / AMENDED**

Motion to approve the agenda as presented/amended by Member Kimberly Hines and seconded by Member Freya McCamant.

(M-14) Passed 5-0 with Student Representative voting aye

## 8. STUDENT / STAFF / COMMUNITY RECOGNITION

- a. None

## 9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Ms. Smitha Gundavajhala, Program Coordinator, Youth Leadership Institute, came to address the Governing Board regarding climate change efforts and education opportunities in schools in the district.

## 10. REPRESENTATIVE REPORTS

- a. CUTA Representatives

CUTA Co-President Ramon Macias thanked Board members for meeting with him and Co-President Heidi Mills to discuss district issues. Mr. Macias stated that they understand the district is going through financial challenges and asked the Board to put students first. Mr. Macias also said that in order to serve the students, staff needs to be taken care of. Mr. Macias asked the Board to go back to the negotiating table to continue the negotiations.

CUTA Co-President Heidi Mills also thanked Board members, Superintendent McPhetridge, and Dr. Holly Wade for meeting with them. Ms. Mills stated they understand that the district's circumstances are tough but if they work together they can come up with solutions that hopefully will keep everybody employed.

- b. CSEA Representatives

None

## 11. REPORTS / INFORMATION / PRESENTATIONS

- a. Receive 2018-19 Unaudited Actuals Financial Report

Mr. James Crawford, Interim Chief Business Official, presented the 2018-19 Unaudited Actual Financial Report.

- b. Receive Financial Overview Update

Dr. Sean McPhetridge, Superintendent, presented the Financial Overview Update.

Ms. Breanna Lafontaine of Coastsiders for Better Education Funding came to provide the Board an update on AB39.

## 12. DISCUSSION ITEMS

- a. Public Hearing and Adopt Resolution to Approve the Statement for the Pupil Textbook and Instructional Incentive Program for the 2019-20 School Year

President Sophia Layne opened the Public Hearing for the Pupil Textbook and Instructional Incentive Program for the 2019-20 School Year at 8:07 PM. Hearing no comments, the public hearing was closed at 8:08 PM.

(M-15) Passed 5-0

### ROLL CALL

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

### 13. COMMUNICATIONS

#### a. Board Members

Board Member Freya McCamant said she will reach out to principals to set up school visits to meet with principals and staff. Ms. McCamant said that the Measure I will be vital to not decimate and to provide safety to the district. Ms. McCamant also said that the community needs to keep putting pressure on the state to fully fund education.

Board Member Lizet Cortes shared she and her family participated in the Color Run to support the school and to show Latino participation. Ms. Cortes stated she attended Hatch and Half Moon Bay High School's Back to School Nights and it was nice to see the great things happening at the schools. Ms. Cortes said she was invited to be part of Big Lift Collaboration and feels this is a great way to support a program that benefits the students.

Board Member Kimberly Hines said she wanted to honor the teachers and recognize their professionalism. Ms. Hines said that teachers think in possibilities, project-based learning, and what can they do to meet students' individual needs.

Member Mary Beth Alexander thanked Superintendent McPhetridge and Board President Layne for the funding community presentation at Half Moon Bay Library on Tuesday and for bringing this information to the public.

President Sophia Layne said that it was fantastic to see the level of community engagement during the district funding community event on Tuesday. Ms. Layne also said she is pleased to continue, with Superintendent McPhetridge's leadership, addressing the different aspects of diversity and inclusion.

#### b. Student Board Member

Student Board Member Lauren DuBose provided the Board and the public an update on El Granada Elementary, Farallone View Elementary, Cunha Intermediate, and Half Moon Bay High School's events and activities.

#### c. Superintendent

Superintendent McPhetridge said that he has seen the gifts and assets of this community over the couple months he has been here through meetings with the Cabrillo Education Foundation, the Big Lift Committee, the Athletic Boosters, the PTO representatives, and other community stakeholders, and by the many contributions made by the community.

Dr. McPhetridge talked about the aim of the community to be more diverse and inclusive and that the Board will vote on a new Board Policy on using an equity lens to address students' needs and to target resources in order for students to be college and career ready. Dr. McPhetridge shared he met with Belinda Arriaga of ALAS (Ayudando Latinos a Soñar) and learned what ALAS is doing for the community including their help to get a \$2,000 grant to buy books for the schools.

Dr. McPhetridge shared he attended the Big Five safety training early in the month. Dr. McPhetridge also reminded the Board and the public that the district is undergoing a facilities master plan update.

### 14. CONSENT ITEMS

- a. Approve a. Approve Field Trip for Cunha Intermediate School Outdoor Education to YMCA Camp Jones Gulch, La Honda, CA, September 30–October 4, 2019
- b. Approve Field Trip for Half Moon Bay High School Future Farmers of America to Arcata, California, September 19–21, 2019
- c. Approve Memorandum of Understanding Regarding IEP Placement of District Students in SMCOE Special Education Programs
- d. Approve Certificated Personnel Report
- e. Approve Classified Personnel Report

- f. Approve Placement of Current Personnel/Student Services Administrative Assistant IV to Reinstated Administrative Assistant V Position
- g. Accept Donations to Cabrillo Unified School District
- h. Approve Declaration of District Property as Surplus
- i. Approve for Distribution/Disposal of Obsolete Textbooks at Various Schools
- j. Approve and Adopt of Minutes of August 8, 2019 Regular Governing Board Meeting

Motion to adopt consent items as presented was made by Member Kimberly Hines and seconded by Member Mary Beth Alexander.

(M-16) Passed 5-0 with Student Representative voting aye

## 15. ACTION ITEMS

- a. Adopt Resolution No. 16-19 In Support of Cabrillo Unified School District Immigrant Communities

Motion to adopt Resolution No. 16-19 In Support of Cabrillo Unified School District Immigrant Communities was made by Member Freya McCamant and seconded by Member Lizet Cortes.

(M-17) Passed 5-0

### ROLL CALL

Ms. Sophia Layne, President - aye  
 Ms. Kimberly Hines, Vice President - aye  
 Ms. Lizet Cortes, Clerk to the Governing Board - aye  
 Ms. Mary Beth Alexander, Member - aye  
 Ms. Freya McCamant, Member - aye

- b. Adopt Proclamation Designating October LBGTQ Month

Motion to adopt Proclamation Designating October LBGTQ Month was made by Member Kimberly Hines and seconded by Member Lizet Cortes.

Jenny Walter, CoastPride representative, came to address the Board regarding a partnership with the District to make schools safer and to show support to the LBGTQ Proclamation.

Mason Liaghat, Half Moon Bay High student, came to talk the Board about the experiences at Half Moon Bay High School and to show support to the LBGTQ Proclamation.

Jessie Hedger-Walter, Half Moon Bay High student, came to talk the Board about the experiences at Half Moon Bay High School and to show support to the LBGTQ Proclamation.

Deb Hedger, CoastPride representative, came to address the Board regarding a partnership with the District to make schools safer and to show support to the LBGTQ Proclamation.

(M-18) Passed 5-0

### ROLL CALL

Ms. Sophia Layne, President - aye  
 Ms. Kimberly Hines, Vice President - aye  
 Ms. Lizet Cortes, Clerk to the Governing Board - aye  
 Ms. Mary Beth Alexander, Member - aye  
 Ms. Freya McCamant, Member - aye

- c. Adopt Resolution No. 17-19 Endorsing September 2019 as Attendance Awareness Month

Motion to adopt Resolution No. 17-19 Endorsing September 2019 as Attendance Awareness Month was made by Member Kimberly Hines and seconded by Member Freya McCamant.

(M-19) Passed 5-0

**ROLL CALL**

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

- d. Approve Contract Agreement for Big Lift Coastside Literacy Collaborative Coordinator

Motion to approve Contract Agreement for Big Lift Coastside Literacy Collaborative Coordinator was made by Member Mary Beth Alexander and seconded by Member Freya McCamant.

(M-20) Passed 5-0 with Student Representative voting aye

- e. Approve Job Description and Job Posting - Community Engagement, Early Childhood, and Special Programs Supervisor

Motion to approve Job Description and Job Posting - Community Engagement, Early Childhood, and Special Programs Supervisor was made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-21) Passed 5-0 with Student Representative voting aye

- f. Adopt Resolution Nos. 18-19, 19-19, and 20-19 for Employees Assigned on the Basis of an Education Code Provision

Motion to adopt Resolution Nos. 18-19, 19-19, and 20-19 for Employees Assigned on the Basis of an Education Code Provision was made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-22) Passed 5-0

**ROLL CALL**

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

- g. Approve the San Mateo County Office of Education Review of the CUSD/CSEA Tentative Agreement/San Mateo County Public Disclosure of Collective Bargaining Agreement

Motion to approve the San Mateo County Office of Education Review of the CUSD/CSEA Tentative Agreement/San Mateo County Public Disclosure of Collective Bargaining Agreement was made by Member Kimberly Hines and seconded by Member Freya McCamant.

(M-23) Passed 5-0 with Student Representative voting aye

At 9:33 PM President Sophia Layne requested motion to continue pass the 10:00 PM curfew. Motion made by Freya McCamant and seconded by Kimberly Hines.

(M-24) Passed 5-0 with Student Representative voting aye

- h. Adopt Resolution No. 21-19 Approving Gann Limit

Motion to adopt Resolution No. 21-19 Approving Gann Limit was made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-25) Passed 5-0

**ROLL CALL**

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

- i. Adopt Resolution No. 22-19 Blanket Authority to Bid Fiscal Year 2019-20

Motion to adopt Resolution No. 22-19 Blanket Authority to Bid Fiscal Year 2019-20 was made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-26) Passed 5-0

**ROLL CALL**

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

- j. Adopt Resolution No. 23-19 Joint Powers Authority Membership School Project for Utility Rate Reduction

Motion to adopt Resolution No. 23-19 Joint Powers Authority Membership School Project for Utility Rate Reduction was made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-27) Passed 5-0

**ROLL CALL**

Ms. Sophia Layne, President - aye  
Ms. Kimberly Hines, Vice President - aye  
Ms. Lizet Cortes, Clerk to the Governing Board - aye  
Ms. Mary Beth Alexander, Member - aye  
Ms. Freya McCamant, Member - aye

- k. Approve 2018-19 Unaudited Actuals Financial Report

Motion to approve 2018-19 Unaudited Actuals Financial Report was made by Member Freya McCamant and seconded by Member Lizet Cortes.

(M-28) Passed 5-0 with Student Representative voting aye

- l. Approve to Award Contract for Tennis Courts Project, Half Moon Bay High School

Motion to approve to Award Contract for Tennis Courts Project, Half Moon Bay High School was made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-29) Passed 3-2 with Student Representative voting aye

- m. Approve Response to the Grand Jury Report: "Is San Mateo County at Risk of a Large Measles Outbreak?"

Motion to approve Response to the Grand Jury Report: "Is San Mateo County at Risk of a Large Measles Outbreak?" was made by Member Kimberly Hines and seconded by Member Mary Beth Alexander.

(M-31) Passed 5-0 with Student Representative voting aye

- n. Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

Motion to approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association was made by Member Kimberly Hines and seconded by Member Lizet Cortes.

(M-31) Passed 5-0 with Student Representative voting aye

**18. RETURN TO CLOSED SESSION (IF NECESSARY)**

The Governing Board met in closed session from 10:15 PM to 10:58 PM. No action was taken.

**19. ADJOURNMENT OF THE MEETING**

Motion to adjourn made by Member Kimberly Hines and seconded by Member Mary Beth Alexander.

(M-32) Passed 5-0

Meeting was adjourned at 10:58 PM.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

\_\_\_\_\_  
Sophia Layne  
Governing Board President  
Cabrillo Unified School District

\_\_\_\_\_  
Date