



Governing Board Meeting Agenda

(Adopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Wednesday, May 27, 2020

Closed Session 5:30 PM | Via Zoom: <https://cabrillok12.zoom.us/j/92027862292> (For public comments on Closed Session items only)

Public Session 7:00 PM | Via Zoom: <https://cabrillok12.zoom.us/j/93296156210>

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

Administrators Present: Dr. Sean McPhetridge, Ed.D., Superintendent
Dr. Leticia Bhatia, Ed.D., Assistant Superintendent
Dr. Holly Wade, Ph.D., Assistant Superintendent
Mr. Jesus Contreras, Chief Business Officer

Student Board Representative Absent: Miss Lauren DuBose, Student Board Representative

1. CALL TO ORDER

2. ROLL CALL / QUORUM

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

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments prior to Closed Session.

4. RECESS TO CLOSED SESSION – 5:31 PM

5. RECONVENE OPEN SESSION – 7:01 PM

The Governing Board did not take any action in Closed Session.

6. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Kimberly Hines.

7. APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Member Mary Beth Alexander and seconded by Member Sophia Layne.

ROLLCALL

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

8. SPECIAL RECOGNITIONS

a. Recognition of Salutatorian & Valedictorian

The Governing Board recognized the following Half Moon Bay High School Students for their outstanding academic achievements:

- Half Moon Bay High School 2020 Salutatorian – Calvin George
- Half Moon Bay High School 2020 Co-Valedictorians – Eve Kearns and Lucas Salinero

b. Recognition of Half Moon Bay High School Graduating Class 2020

The Cabrillo Unified School District Governing Board recognized and honored the accomplishments of the HMBHS Graduating Class of 2020. Graduates: 256

c. Recognition of Pilarcitos High School Graduating Class 2020

The Cabrillo Unified School District Governing Board recognized and honored the accomplishments of the Pilarcitos High School Graduating Class of 2020. Graduates: 7

9. COMMUNICATIONS

a. Public Comments

None.

b. Employee Organizations Report

i. CUTA Representative

CUTA Co-President Sean Riordan gave a shout-out to teachers who pulled together during this difficult time to continue providing instruction to the students. Mr. Riordan spoke about the collaboration of CUTA with the district throughout the year to implement instructional programs. Mr. Riordan said this was not the case with the implementation of extended kindergarten programs. Mr. Riordan also said that as we move forward in this difficult time, CUTA hopes that the focus is on the health and wellness of the students, teachers, and community.

ii. CSEA Representative

CSEA President Stig Lynn said that classified employees have been fantastic doing their job some from home. Mr. Lynn recognized staff that have been working making sure staff gets paid, students get meals, and schools are cleaned. Mr. Lynn thanked CUSD administrators for their leadership for keeping staff informed throughout the process.

c. Board Member Reports

President Kimberly Hines thanked community members that connected to listen to the Board meeting. President Hines said that, while it is stressful for the community with COVID-19, she sees how hard teachers are working to support students and how resilient children and parents are. President Hines thanked teachers, parents, and students for their consideration and thoughtfulness as the school year ends.

Vice President Lizet Cortes congratulated the graduates and said that parents should be very proud of the achievements of their children. Ms. Cortes also said that later during the meeting they will talk about some items related to money, the lack of it, and the need to plan accordingly. Ms. Cortes said that the little money the district has as it moves forward is going to put the budget off-balance and something will get affected. Ms. Cortes said that this is the time to compromise, to listen, and to work together.

Member Freya McCamant thanked the teachers and staff for their amazing job with the remote learning program and for delivering a high level of education. Ms. McCamant thanked the staff for providing meals to students and for delivering all the essential services for the students. Ms. McCamant also congratulated the graduates for their amazing achievements. Ms. McCamant said she is looking forward to hearing from the Return to School Committee.

Member Sophia Layne thanked everybody that works for the students. Ms. Layne also thanked the students for the amazing agility and resilience over the last months. Ms. Layne said that one of the core tenets in the district is the fact that education is a partnership and we can see that today through the collaboration within the district, families, community partnerships, and county. Ms. Layne also said that it's critical that every step taken is intended to bring us closer to achieve the district goal of supporting the students.

Member Mary Beth Alexander said it is great to see all the support going on in the community and the county. Ms. Alexander said that the Parent Teacher Organizations and the community have come together to support the families. Ms. Alexander shared that at the County level, organizations are also providing support and information on the budget, COVID, and steps forward. Ms. Alexander acknowledged the district's staff and commended teachers for their work.

d. Student Board Member Report

None.

e. Superintendent Report

Superintendent Sean McPhetridge congratulated the students on their promotions and graduation and thanked all the employees, families, and community partners for their work to recognize the students. Superintendent McPhetridge spoke about the three goals of the district: continuous improvement of student outcomes, regaining financial health, and the need for a focus on equity. He said that extended kindergarten focuses on equity and continuous improvements for younger learners, particularly English Learners and socio-economically disadvantaged students and families. Superintendent McPhetridge spoke also about the timeline and process of implementation of the extended kindergarten program ahead.

Superintendent McPhetridge spoke about the Reserve Policy that the Board will take action later on the meeting and said that this is a financial health question, reminding us that it is the best practice of Basic Aid districts and that it is recommended in times of COVID and budget volatility. Superintendent McPhetridge also said that at the next Board meeting staff will present a detailed financial update based on assumptions provided by the San Mateo County Office of Education, FCMAT, School Services of California, and the state based on the calculations based on the Governor's May Revise.

Superintendent McPhetridge thanked CUTA and CSEA, Food Services, Technology, community liaisons, office staff, unrepresented employees, and all our other employees and community partners for their work and collaboration to serve our students and families during these uncertain times.

INFORMATIONAL REPORT

a. El Granada and Farallone View Elementary Schools Facilities Master Plan Presentation

Mark Quattrocchi and Lyanne Schuster of Quattrocchi Kwok Architects presented an update on the work done in the El Granada and Farallone View Elementary Schools Facilities Master Plan.

At 9:13 PM President Kimberly Hines requested motion to continue past the 10:00 PM curfew. Motion made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-66) Passed 5-0

c. Visual and Performing Arts Presentation

Dr. Leticia Bhatia, Assistant Superintendent, Curriculum and Instruction, presented the Visual and Performing Arts report.

b. Financial Overview Update Presentation

J Jesus Contreras, Chief Business Officer, presented the Financial Overview Report.

CUTA submitted a written comment on the current financial situation of the district and recommended to pull off the adoption of item 13.h Board Policy 3100.1 Financial Reserves.

10. DISCUSSION ITEMS

a. Public Hearing on Cabrillo Unified School District Entering an Energy Service Contract

President Kimberly Hines opened the Public Hearing on Cabrillo Unified School District Entering an Energy Service Contract at 10:25 PM. Hearing no comments, the public hearing was closed at 10:26 PM.

11. CONSENT ITEMS

- a. Approval of Single Plan for Student Achievement (SPSA) 2020-21
- b. Approval of Certificated Personnel Report
- c. Acceptance of Donations to Cabrillo Unified School District
- d. Acceptance of Addendum to Better 4 You Meals Agreement for the SY 2020-21
- e. Approval of BGCC Cunha Sports Agreement Addendum
- f. Adoption of Board Policy 5157 Gender Identity and Access

Motion to approve the consent agenda by made Member Freya McCamant and seconded by Member Sophia Layne.

(M-67) Passed 5-0

ROLLCALL

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

12. ACTION ITEMS

a. Adoption of Proclamation Recognizing June as LGBT Pride Month

Motion to adopt Proclamation Recognizing June as LGBT Pride Month made by Member Lizet Cortes and seconded by Member Mary Beth Alexander.

(M-68) Passed 5-0

ROLLCALL

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

b. Approval of New District School Nurse/Health Services Coordinator Job Description

Motion to approve New District School Nurse/Health Services Coordinator Job Description made by Member Sophia Layne and seconded by Member Mary Beth Alexander.

(M-69) Passed 5-0

ROLLCALL

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

c. Approval of Change to Health Technician Job Descriptions

Motion to approve Change to Health Technician Job Descriptions made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

(M-70) Passed 5-0

ROLLCALL

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

d. Approval of Literacy Teacher on Special Assignment (TOSA) Position

Motion to approve Literacy Teacher on Special Assignment (TOSA) Position made by Member Lizet Cortes and seconded by Member Lizet Cortes.

CUTA submitted a written comment to advise the Board that the TOSA position is not necessary since teachers are already implementing tier 1 and 2. Superintendent McPhetridge clarified the district's goal.

(M-71) Passed 5-0

ROLLCALL

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

e. Approval of California Governor's Office of Emergency Services (Cal OES) Form 130 Designation of Applicant's Agent Resolution for Non-State Agencies

Motion to approve California Governor's Office of Emergency Services (Cal OES) Form 130 Designation of Applicant's Agent Resolution for Non-State Agencies made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-72) Passed 5-0

ROLLCALL

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

f. Approval of Purchase of Eight Modular Classrooms from Class Leasing

Motion to approve Purchase of Eight Modular Classrooms from Class Leasing made by Member Mary Beth Alexander and seconded by Member Sophia Layne.

(M-73) Passed 5-0

ROLLCALL

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

g. Approval of Energy Services Agreement with Syserco

Motion to approve Energy Services Agreement with Syserco made by Member Lizet Cortes seconded by Member Freya McCamant.

(M-74) Passed 5-0

ROLLCALL

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

h. Adoption of Board Policy 3100.1 Financial Reserves

President Kimberly Hines suggested an amended motion to approve the recommended Board Policy 3100.1 Financial Reserves by reducing the Unrestricted Strategic Reserve to 10 percent. Motion seconded by Member Freya McCamant.

(M-75) Failed 2-3

ROLLCALL

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

Motion to adopt Board Policy 3100.1 Financial Reserves as presented made by Member Lizet Cortes seconded by Member Sophia Layne.

(M-76) Passed 3-2

ROLLCALL

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

17. ADJOURNMENT OF THE MEETING

Motion to adjourn the meeting made by Member Mary Beth Alexander and seconded by Member Sophia Layne.

(M-77) Passed 5-0

Meeting was adjourned at 12:00 AM

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

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

Certified by:

Mary Beth Alexander
Clerk to the Governing Board

Date