



# Governing Board Meeting Agenda

## (Adopted) Meeting Minutes

### CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, April 16, 2020

Closed Session 5:30 PM | Via Zoom: <https://cabrillok12.zoom.us/j/93579634915> (For public comments on Closed Session items only)

Public Session 7:00 PM | Via Zoom: <https://cabrillok12.zoom.us/j/94662370880>

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 Present: 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 – 5:30 PM

#### 5. RECONVENE OPEN SESSION – 7:05 PM

President Hines reported the following action taken in closed session:

Per Board Policy 5117, the Governing Board voted 5 to 0 to approve Student A Interdistrict Transfer into Cabrillo Unified School District.

#### 6. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Student Board Representative Lauren DuBose.

#### 7. APPROVAL OF AGENDA

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

(M-78) Passed 5-0 with Student Representative voting aye

## 8. SPECIAL RECOGNITIONS

- a. The Governing Board recognized Miss Lauren DuBose for her excellent service as Board Student Representative for the 2018-19 and 2019-20 school years.

## 9. COMMUNICATIONS

- a. Public Comments

The Board received the following written comment via the Google Public Comment Request form:

CoastPride Vice President Jenny Walter presented on behalf of CoastPride each member of the Governing Board with CoastPride's first SOGIE commendation for their work to approve policies safeguarding the rights of all people regardless of their sexual orientation or gender identity or gender expression. Jenny Walter also asked the Board to acknowledge Superintendent Sean McPhetridge, Holly Wade, Jason Owens, John Nazar, James Barnes, Deanna Tower, and Marsenne Kendall who all received Super SOGIE awards.

- b. Employee Organizations Report

- i. CUTA Representative

CUTA Co-President Sean Riordan spoke to the Board about the bargaining process. Mr. Riordan also spoke about the approved 16 percent district reserve and the petition from teachers to raise compensation. Mr. Riordan said that in order to move forward it's necessary to work productively and collectively to meet students' needs in the incoming year.

- ii. CSEA Representative

None.

- c. Board Member Reports

Member Sophia Layne congratulated graduating students. Ms. Layne shared that besides the world challenges, schools are facing the challenges of opening campus safely given the ongoing pandemic and the expected budget cuts adding further challenges because of an inequitable and inadequate school funding system. Ms. Layne said that funding levels make a difference and that it's important to be attentive to that. Ms. Layne said, despite the challenges, all stakeholders should work collaboratively towards the common mission of the district: student learning and wellbeing.

Member Mary Beth Alexander thanked the staff for preparing the information provided on the agenda. Ms. Alexander also thanked the people who connect to listen to the meetings and said that this is important and helps the district to be transparent with the public. Ms. Alexander said it's also important to work together because of the uncertain funding, COVID-19, and declining enrollment in order to be part of the solution of maintaining a focus on the needs of students. Finally, Ms. Alexander encouraged the public who wished to be heard to reach out to the Board.

Member Freya McCamant thanked teachers, staff, and administrators that have worked harder this last year during these uncertain times. Ms. McCamant reiterated that the district is undergoing financial uncertainty and that she aspires to provide staff raises and resources to the students but the district needs to stay within a framework. Ms. McCamant also said she hopes to come together on the facts of economics and come to an agreement.

Member Lizet Cortes shared that members of the community have approached her concerned about staff compensation and student engagement. Ms. Cortes said she agrees staff deserves better compensation but it's difficult to do the right thing when there are so many people to do the right thing for. Ms. Cortes said funds

will need to come from somewhere and that eventually it will affect services and programs needed to support students that are already struggling. Ms. Cortes pleaded staff to continue supporting students and putting students first. Finally, Ms. Cortes thanked teachers that make a great impact on students' lives.

Member Kimberly Hines spoke about the constraints and uncertainty teachers faced when the schools moved to remote learning. President Hines thanked teachers for figuring how to wrap up the school year. President Hines said that the budget is a constraint and she hopes that through the impasse and mediation stakeholders can come together around the facts not only for one year but for the 3-year budget period. About the 16 percent reserve, President Hines said this percentage is aspirational and in reality districts that approached a reserve like this and with budget cuts will need to utilize the reserve because COVID-19 and the government cuts to schools' budgets.

d. Student Board Member Report

Student Board Member Lauren DuBose provided the Board and the public an overview of the end of the school year activities and events of El Granada Elementary, Farallone View Elementary, Kings Mountain Elementary, Cunha Intermediate, and Half Moon Bay High School

e. Superintendent Report

Superintendent Sean McPhetridge thanked Miss Lauren DuBose for her leadership and service as Student Board Representative. Superintendent McPhetridge also thanked parents, students, and staff who cooperated during the time of community challenges. Superintendent McPhetridge said the district is currently working with the different groups on the planning for reopening the schools and although there will be ambiguity and adaptation ahead, he is confident the district can make a positive change to balance the needs of students, families, and staff.

Superintendent McPhetridge said that as Board and district it's necessary to keep the focus on equity to make sure all students are provided access, inclusion, and resources to be prepared for college and career. Superintendent McPhetridge said this is the reason the district offered professional development on recognizing implicit bias last year and will do so again next year. Superintendent McPhetridge also said that as a district CUSD will continue instituting anti-racist education efforts, keeping equity as a focus, and improving district's services and programs for those historically unrepresented and underserved in K-12 education and college attainment.

Superintendent McPhetridge confirmed that School Resource Officers are not paid by the district and that this is a service the San Mateo County Sheriff's Department provides. Lastly, Superintendent McPhetridge spoke about the bargaining development and the challenge this has represented to staff as the district doesn't have the ability to provide what has been requested.

## 10. INFORMATIONAL REPORTS

a. Enrollment Projection Forecast Report 2019-24 Presentation

Tom Williams of Enrollment Projections Consultants presented the Enrollment Projection Forecast Report from 2019 to 2024, showing how significant declining enrollment in future years is expected.

b. Cabrillo Education Foundation's Partnership with Cabrillo Unified School District Presentation

Sean McPhetridge, Ed.D., Superintendent presented the Cabrillo Education Foundation's Partnership with Cabrillo Unified School District. He thanked CEF for working with CUSD to target CEF funding toward program needs, helping CUSD to offset cuts to programs in so doing.

c. Cabrillo Unified School District Local Performance Indicators Report Local Performance Indicators Report

Leticia Bhatia, Ed.D., Assistant Superintendent of Curriculum and Instruction, provided a report on local performance indicators: this report is required by California Department of Education.

d. 2020-21 District Budget Presentation

Mr. Jesus Contreras, Chief Business Officer, presented an overview of the 2020-21 District Budget

At 9:56 PM President Kimberly Hines requested motion continue past the 10:00 PM curfew. Motion made by Freya McCamant and seconded by Mary Beth Alexander.

(M-79) Passed 5-0 with Student Representative voting aye

e. Financial Overview Update After COVID-19 Presentation

Sean McPhetridge, Ed.D., Superintendent, presented the Financial Overview Update After COVID-19.

## 11. DISCUSSION ITEMS

a. Public Hearing on Excess Reserves and Disclosure for Fiscal Year 2019-20

President Kimberly Hines opened the Public Hearing on Excess Reserves and Disclosure for the Fiscal Year 2019-20 at 11:28 PM. Hearing no comments, the public hearing was closed at 11:29 PM.

b. Public Hearing on the Proposed Budget for Fiscal Year 2020-2021

President Kimberly Hines opened the Public Hearing on the Proposed Budget for Fiscal Year 2020-2021 at 11:30 PM. Hearing no comments, the public hearing was closed at 11:31 PM.

## 12. CONSENT ITEMS

- a. Approval of Agricultural Career Technical Education (CTE) Incentive Grant
- b. Approval of Migrant Education District Service Agreement (DSA)
- c. Approval of Certificated Personnel Report
- d. Acceptance of Donations to Cabrillo Unified School District
- e. Approval of Agreement for Professional Services with the Law Firm of Dannis, Woliver, and Kelley for the 2020-21 School Year
- f. Approve Minutes of the May 14, 2020 and May 27, 2020 Regular Governing Board Meetings
- g. Adoption of Resolution No. 20-20 Approving the San Mateo County Special Education Local Plan Area (SELPA) Local Plan 2020-23
- h. Adoption of Resolution No. 21-20 Designating Authorized Representatives of Cabrillo Unified School District as Signatories
- i. Approval of Candidate Policy Form, Administrative Contact & Incumbent List Form, and Resolution No. 22-20 Specifications of the Election Order

Motion to approve consent items was made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-80) Passed 5-0 with Student Representative voting aye

## 13. ACTION ITEMS

a. Adoption of the 2020-2021 Site and District Professional Development Plan

Motion to adopt the 2020-2021 Site and District Professional Development Plan made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-81) Passed 5-0 with Student Representative voting aye

### 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 8th Grade Curriculum: The Tequila Worm by Viola Canales

Motion to approve 8th Grade Curriculum: The Tequila Worm by Viola Canales made by Member Mary Beth Alexander and seconded by Member Lizet Cortes.

(M-82) Passed 5-0 with Student Representative voting aye

**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 COVID-19 Operational Written Report

Motion to approve COVID-19 Operational Written Report made by Member Sophia Layne and seconded by Member Freya McCamant.

(M-83) 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. Reaffirmation of Administrative Regulation 6112: School Day (Extended Kindergarten)

Motion to reaffirm Administrative Regulation 6112: School Day (Extended Kindergarten) made by Member Sophia Layne and seconded by Member Mary Beth Alexander.

(M-84) 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 CUSD Budget for the Fiscal Year 2020-2021

Motion to approve of CUSD Budget for the Fiscal Year 2020-2021 made by Member Lizet Cortes and seconded by Member Sophia Layne.

(M-85) 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. Adoption of Resolution No. 23-20 Temporary Interfund Borrowing for Fiscal Year 2019-20

Motion to adopt Resolution No. 23-20 Temporary Interfund Borrowing for Fiscal Year 2019-20 made by Member Freya McCamant and seconded by Member Sophia Layne.

(M-86) 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. Adoption of Resolution No. 24-20 Authorizing the District to Spend Funds Received in 2019-2020 from the Education Protection Account

Motion to adopt Resolution No. 24-20 Authorizing the District to Spend Funds Received in 2019-2020 from the Education Protection Account made by Member Freya McCamant and seconded by Member Lizet Cortes.

(M-87) 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 Resolution No. 25-20 Reaffirming Responsibility of Governing Board to Represent All Coastside Students and Constituents

Motion to adopt Resolution No. 25-20 Reaffirming Responsibility of Governing Board to Represent All Coastside Students and Constituents made by Member Lizet Cortes and seconded by Member Freya McCamant.

(M-88) 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

i. Adoption of Resolution No. 26-20 Authorization of Dry-Period Loan from San Mateo County Office of Education

Motion to adopt Resolution No. 26-20 Authorization of Dry-Period Loan from San Mateo County Office of Education made by Member Mary Beth Alexander and seconded by Member Sophia Layne.

(M-89) 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

**17. ADJOURNMENT OF THE MEETING**

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

(M-90) Passed 5-0

Meeting was adjourned at 11:53 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:

\_\_\_\_\_  
Mary Beth Alexander  
Clerk to the Governing Board

\_\_\_\_\_  
Date