

# **San Mateo-Foster City School District**

## **Minutes - Draft**

### **REGULAR MEETING--BOARD OF TRUSTEES**

March 21, 2019, 6:30 PM

1170 Chess Drive

Foster City, CA 94404

#### **1. CALL TO ORDER: 5:30 P.M.**

#### **2. RECESS TO CLOSED SESSION**

Closed Session started at 5:30 p.m.

**2.1. GOVT. CODE 54956.9, subd. (d)[(2) or (3)] - CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation: (1 case).**

**2.2. GOVT. CODE 54957 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

**2.3. GOVT. CODE 54957.6 CONFERENCE WITH LABOR NEGOTIATOR(S)**  
Agency Designated Representative: Dr. Joan Rosas. Employee Organization: SMETA, CSEA and/or SMEAA.

**2.4. GOVT. CODE 54957 - PUBLIC EMPLOYEE PERFORMANCE GOALS/EVALUATION. TITLE: Superintendent.**

**If these discussions are not completed before 6:30 p.m., the Closed Session will continue following the regular meeting.**

#### **3. RECONVENE TO REGULAR MEETING**

The Regular Board Meeting began at 6:30 p.m.

##### **3.1. Report out of Closed Session**

Trustee Watkins reported out of closed Session that by a vote of 4-0, the Trustees denied the claim related to anticipated litigation.

##### **3.2. Flag Salute**

The Flag Salute was let by Cub Scouts/5th Grade Bayside Academy students Caden Orton and Jonathan Ram.

##### **3.3. Roll Call**

Four Board Members were present:

Kenneth Chin

Rebecca Hitchcock

Audrey Ng

Shara Watkins

Absent:

Noelia Corzo

##### **3.4. Approval of Agenda: March 21, 2019 (v)**

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Rebecca Hitchcock.

**Yes** Kenneth Chin

**Absent** Noelia Corzo

**Yes** Rebecca Hitchcock

**Yes** Audrey Ng

**Yes** Shara Watkins

### **3.5. Approval of Minutes**

#### **3.5.1. March 7, 2019 - Special Board Meeting - Study Session (v)**

#### **3.5.2. March 7, 2019 - Regular Board Meeting (v)**

**Motion Passed:** Passed with a motion by Rebecca Hitchcock and a second by Kenneth Chin.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

### **4. RECOGNITION**

#### **4.1. Fiddler on the Roof**

Students from the Bowditch Middle School drama class performed a number from their recent production of Fiddler on the Roof.

### **5. STATEMENTS**

#### **5.1. Public Statements Related to Non-agenda Topics:**

Bryan McClain's family lives in the North Shoreview area and attends Parkside Elementary School. He is glad to be in the Montessori program but wants to see students attend the school in their neighborhood. He feels that traveling to another school creates an increased traffic problem. He would also like to see an opportunity for families to swap schools if there are families interested in switching between North Shoreview Montessori and Parkside Montessori.

Amy Connors, PTA President at Parkside Montessori stated three concerns. She said that their principal is stepping down and her replacement will be the 6th principal in seven years which she finds discouraging. She did thank the District for support with this change. She was also concerned about teacher retention as it is difficult and there have been ten new teachers hired. She felt that the parent community needs a stable staff. She also expressed concern about the middle years program stating that the Parkside 5th graders need a place to go. She knew that there is a plan for a middle years program in the next two years at Parkside Montessori School.

#### **5.2. Public Statements Related to Agenda Items: Persons will be called on at the appropriate time**

#### **5.3. Foundation/Committee Reports**

Trustee Chin reported that he attended a SMCSBA dinner meeting on staff housing, the Home Room Committee, and also met with Alan Talanski and another Developer to discuss staff housing.

Trustee Watkins reported that she and Trustee Corzo attended LMI and shared the Governance Handbook and a new idea for a Vision and Mission. Dr. Rosas also gave a quick overview of Measure V at LMI. Trustee Watkins stated that she and Trustee Chin met with Brian Meyers the Developer of the Passage. They discussed workforce housing available in that development, the student generation rate, and the fees that will be generated for District facilities' use.

#### **5.4. Announcements**

Trustee Ng wished a Happy Holidays to those who celebrate Holi. She said that there would be a Holi Festival Saturday, March 23<sup>rd</sup> at the Leo Ryan Park in Foster City.

Trustee Chin stated that the City of San Mateo is holding a Bike School Tour on March 23<sup>rd</sup> at 10:00 a.m.

## **6. PROPOSED CONSENT AGENDA (v)**

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Rebecca Hitchcock.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

### **6.1. BUSINESS/FINANCE**

**6.1.1. Baywood Elementary School - Sewer Line Repair - MK Pipelines**

**6.1.2. Resolution No. 24/18-19 - Surplus Equipment**

**6.1.3. Contracts & Consultants \$45,000 and Under**

**6.1.4. Listing of Payments to Meet District Expenditures**

**6.1.5. Second Interim Financial Report - FINAL**

### **6.2. HUMAN RESOURCES**

**6.2.1. Assignments Noted for Individuals Listed**

**6.2.2. Resignations, Releases, and/or Retirees**

**6.2.3. Reduced Workload Program**

## **7. SUPERINTENDENT SERVICES/BOARD**

### **7.1. Approval of Governance Handbook (v)**

Trustee Watkins described the process used to update the Governance Handbook and create the Board's Vision and Mission. She explained that this has been a year-long process working as a team and with CSBA to ensure that it reflects where the Board is moving. The document presented is the latest version of that process. A piece of this process was to update the Vision and Mission in order for there to be alignment with the Equity Definition. Trustee Watkins explained that this was shared with the LMI team and staff felt that the new Vision and Mission reflected the work that is happening in the District. Staff did express a question about the word "community" thinking that there may be a question as to whether families would feel that they were part of that word community. There was also much discussion about the process of writing a new Vision and Mission. Staff at LMI shared that the last time the Vision and Mission were updated, it took 14 months with many people involved as compared to this idea generated from the Board. There were thoughts shared about next steps. One suggestion was for the Board to adopt this Vision and Mission as the Board's Vision and Mission and then visit sites to appreciate the old process, discuss the reason for the new Vision and Mission, and ask staff how they would like to move forward with the new Vision and Mission. Trustee Watkins explained that the SMETA President had shared the new Vision and Mission with SMETA Governing Council and it appeared to be viewed positively. Trustee Watkins then asked the Board how they wished to move forward.

#### **Public Comments:**

Randi Paynter stated that she likes the new handbook. However, she did have a question about process. She said that Trustee Watkins mentioned that there would be a Study Session on the magnet policies and she wondered if the Study Session format were being used to evade public input.

#### **Additional Board Comments:**

Trustee Ng said that she understands what people are saying about the process because she had been part of the 14-month process. She did think that the Board's Vision and Mission needed to be the same as the District's Vision and Mission.

Trustee Chin felt that there had been a very long process utilized for updating the previous Vision and Mission and he recommended tabling this item to come back at a future date.

Trustee Hitchcock agreed but did want to complete the process before next school year.

Trustee Ng reminded everyone that the Board updates the Governance Handbook annually but the Vision and Mission are updated as deemed necessary.

Trustee Hitchcock made a motion to table the Governance Handbook until more staff input could be secured and then to bring it back May 16. Trustee Chin then made a friendly amendment to bring this back at a time uncertain. Audrey seconded the motion. All were in favor.

Trustee Watkins clarified that the Equity Policy, Magnet Policy and Cultural Pluralism Policy would be discussed at the upcoming May Study Session and that Study Sessions are open to the public.

This Item was tabled for a Special Board Meeting on May 2 at 4:30 p.m.

**Motion Passed:** Tabled Item. Passed with a motion by Kenneth Chin and a second by Audrey Ng.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

## **8. BUSINESS/FINANCE**

### **8.1. Update on Measure X Phase I Gym and Classrooms Projects**

Chief Business Official (CBO) Chow presented information on the Measure X Phase I Gym Projects. She described the budgets for each of the projects.

Trustee Ng asked about Fund 25. CBO Chow stated that Fund 25 is Developer Fees which are to be used specifically for facilities. Trustee Ng asked what is causing the cost escalation. CBO Chow responded that it is a strong economy which means that contractors have work and there are also cost increases in materials. Trustee Ng asked if she thought that costs might continue to increase. CBO Chow stated yes.

Trustee Chin asked if the Bayside gym had come in close to the cost estimate. CBO Chow stated that so far Bayside and Borel had come in close to their cost estimates. Trustee Chin asked how much the District usually has in the infrastructure resource. CBO Chow stated that even when utilizing these funds there would be \$900,000 left for infrastructure projects. Trustee Chin wanted to remind everyone that there are other infrastructure issues that will need to be handled such as the sewer problem at Baywood. CBO Chow reminded the Board that we could use Fund 14 for Deferred Maintenance. Trustee Chin asked if the District had any other contingencies for these projects. CBO Chow stated that this is the best estimate at this time for the projects.

Trustee Hitchcock asked for clarification on what CBO Chow had stated about the Borel bid with two hard numbers and one soft number. CBO Chow stated that two bids are in but the third is an estimate.

Trustee Watkins asked about the set aside for escalation. CBO Chow stated that overall for all four projects the escalation set aside is \$7 million and within each project there is an escalation plan. Trustee Watkins stated that it seemed to be over by about 6%.

## **8.2. Abbott Middle School-New Gym and Classrooms Project Bid Award: Rodan Builders Inc. (v)**

Project Manager Mark Sherrill presented information related to the Measure X Gym and Classrooms project at Abbott. During the last two summers, existing space was refurbished to accommodate two Resource Specialist Program (RSP) classrooms and one full size classroom. A fourth classroom will be added once the existing locker rooms are remodeled after the new gym and classrooms are completed.

Planning, with the Architect, Abbott staff, and Abbott parent representatives for the new gym and two classrooms was completed in 2017. This was followed by a lengthy review and value engineering process by the District for cost containment. Architect, Cody, Anderson, and Wasney then submitted the construction documents to the Division of State Architect (DSA) who completed their review and approved the project in January of this year.

Advertising and review for the pre-qualification of contractors was performed by following Public Contract Code through "Quality Bidders" and was completed in February. Four contractors responded to the pre-qualification and they were approved for this project. From those four contractors the District received two bids. Rodan Builders, Inc. submitted the lowest, most responsible bid for the Abbott new gym and classrooms for \$15,781,000.00.

This bid includes but is not limited to the new high-school sized basketball court gym, a lobby that can be used as a teaching space with staff and public restrooms, locker rooms, as well as two full size classrooms above the locker rooms. There will be ADA accessibility from the food court area to the lower lunch area (grove), stairs and elevator from the existing parking lot to the new gym below. Also included is new soft-scape (trees, shrubs, and ground cover) and hard-scape resurfacing of the existing blacktop once the gym is completed. The current schedule for the new gym and classrooms is to start within the next two months and to be completed by the summer of 2020.

Trustee Chin asked if this was the first project utilizing Quality Bidders and whether it were successful. Project Manager Sherrill responded that it was successful as four contractors submitted their papers. All subcontractors have also been pre-qualified.

The Board approved the lowest responsive bid by Rodan Builders.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES AWARD THE BID TO RODAN BUILDERS INC. FOR THE BUILDING OF THE NEW GYMNASIUM/CLASSROOMS PROJECT AT ABBOTT MIDDLE SCHOOL. Passed with a motion by Audrey Ng and a second by Kenneth Chin.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

## **8.3. Bayside STEM Academy - New Gym - Bid Award: Rodan Builders, Inc. (v)**

Project Manager Kevin Sanders presented information specific to the Bayside Gym project which is another one of the projects funded by Measure X. Planning with the Architect, QKA, Bayside staff, and parent representatives was completed in 2017. The District performed a lengthy review and value engineering process for cost containment. Once the

design process was approved, the project plans were submitted to the Division of State Architect (DSA) for approval. DSA approval of the drawings was received on December 2018. After receiving approval on the drawings, the District entered into the pre-qualification phase of this project. Eight general contractors responded to the pre-qualification public notice and advertisement and were approved to bid on the project. All eight contractors attended the bid walks and from those eight the District received bids from four.

The lowest, most responsible bidder for the Bayside New Gym project was Rodan Builders, Inc. for \$9,896,000.00

This bid includes, but is not limited to a new high-school sized basketball court gym; a lobby that can be used as a teaching space with staff and public restrooms; locker rooms with personal lockers as well as restrooms within the locker rooms. If approved, construction would begin in April 2019 and completion is scheduled for April 2020.

The Board approved the lowest responsive bid by Rodan Builders.

Trustee Chin stated that this is an exciting time in that the Board is approving two Measure X projects tonight.

Trustee Watkins thanked everyone who made this happen.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES AWARD THE BID TO RODAN BUILDERS, INC. FOR THE BAYSIDE STEM ACADEMY NEW GYMNASIUM PROJECT. Passed with a motion by Rebecca Hitchcock and a second by Kenneth Chin.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

#### **8.4. George Hall Elementary School - Roof Replacement/Repair Project #19-156 (v)**

Senior Project Manager Alex Kristal presented information specific to the process of obtaining bids for the roof replacement project at George Hall School. On March 14, 2019 the District opened public bids, solicited per Public Contract Code, regarding the Roofing Replacement and Repairs at George Hall Elementary School.

Out of 10 prospective bidders, State Roofing Systems was the apparent lowest bidder.

Following bid opening it was discovered that there was a minor irregularity in the low bid. The non-collusion declaration was signed but the notarial acknowledgement was omitted. The bid was responsive in all other material respects and did not give the affected bidder a competitive advantage over the other bidders.

Senior Project Manager Kristal stated that, in consultation with legal counsel, the Board is authorized to waive this irregularity, and recommended the Board waive the irregularity and award the bid to the lowest bidder, State Roofing Systems.

Trustee Chin wanted to confirm that the irregularity was not material. CBO Chow confirmed that legal counsel did not find the irregularity material as the non-collusion declaration was signed just not notarized. This irregularity did not affect the price.

The Board approved the lowest responsive bid and waived the irregularity.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES AWARD THE BID TO THE LOWEST RESPONSIVE BIDDER FOR THE ROOF REPLACEMENT AND REPAIRS, PROJECT #19-156 AT GEORGE HALL ELEMENTARY SCHOOL  
Passed with a motion by Kenneth Chin and a second by Rebecca Hitchcock.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

#### **8.5. 2019-2020 Budget Assumptions - DRAFT**

CBO Chow presented the draft 2019-2020 Budget Assumptions which are used to develop the budget for the upcoming school year. CBO Chow gave an overview and presented the areas that had changed from the prior year.

Trustee Ng wanted to know if the District rates would drop now that San Mateo County Schools Insurance Group (SMCSIG) is not covering mold. CBO Chow said no and went on to say that the rates will be increasing \$110,000. She explained that the last two years have been the highest on record for losses. Trustee Ng clarified that the Federal funding was not increasing and stated that in all the seven years that she has been on the Board Federal funding for Special Education has never gone up.

Trustee Watkins asked what the one-time state funds are. CBO Chow responded that it was \$189 per ADA and that this number does vary. Trustee Watkins wanted to highlight the importance of our support for the additional preschool funding.

### **9. HUMAN RESOURCES**

#### **9.1. Resolution No. 31/18-19 - Reduction of Classified Services for 2019-2020 (v)**

Assistant Superintendent Sue Wieser presented a resolution to reduce classified services for 2019-2020. These reductions are due to efficiencies or because PTA and LCAP funding is not yet finalized for the 2019-2020 school year. One change of note was that most Para 1 positions were being reduced because staff had been reclassified to Para 2 positions.

Ricardo Pena spoke to the reduction of the electrician's position. He stated that he didn't understand why the District would want to eliminate this position especially since he is always busy. He stated that he provides support with compliance and code regulation and safety measures. He feels that his work is important and didn't want anything to happen to the students like what has happened with PG&E.

Trustee Chin stated that some of the positions are being promoted like from Para 1 to Para 2 so those positions are not being let go. He felt reduction resolutions are difficult and remembered going through this last year. He asked for further detail as to the role and responsibility of the electrician's classification. Asst. Supt. Wieser stated that when there is a reduction there is a meeting held with CSEA to negotiate the impacts of the reduction. She encouraged the Board to reduce the position because of the time line and reminded them that they can always bring the position back.

Trustee Watkins asked when the meeting would take place. Asst. Supt. Wieser stated that they had a meeting planned for next week.

Trustee Chin wanted to know whether there would be time to bring the item back to the next Board meeting in April. Asst. Supt. Wieser said that the District needed to give 60 day-notice.



Trustee Chin moved that the Board approve the reduction of classified positions without the electrician's position and requested that the item come back to the next meeting.

**Motion Passed:** This amended Board Item passed with a motion by Kenneth Chin and a second by Rebecca Hitchcock.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

## **10. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Trustee Ng stated that the performance of Fiddler on the Roof was a pleasure. She encouraged folks to attend these productions as they are community events.

Trustee Chin also enjoyed the Fiddler. He stated that he had presented at the Beresford Hillsdale Homeowner Meeting. The Homeowner Group wanted to know more about the Abbott gym project. He shared information about the District budget and thanked them for their support of Measure V. He also discussed staff housing. He asked that staff housing be placed on a future agenda.

Trustee Hitchcock also thoroughly enjoyed Fiddler.

Trustee Watkins enjoyed Fiddler also. She wanted to Board to know that she would not be in attendance at the May 16 Board meeting. She wished everyone a great spring break and requested that instructional strategies and professional development for the upcoming year be placed on a future agenda along with an update on the sped audit. She also noted that there has been a request to form a SEDAC.

## **11. SUPERINTENDENT REPORT AND FUTURE MEETING DATES**

Dr. Rosas stated that since the Board last met we have enjoyed Fiddler on the Roof put on by Bowditch; the HR team and many principals went to the San Mateo County Office of Education (SMCOE) recruitment fair, the Education Services and Student Services teams held 2 classified LCAP engagements; another DAC was held; both she and Trustee Chin attended the March San Mateo County Schools Boards Association (SMCSBA) dinner on the topic of housing and they also attended the Home Room Committee meeting where they met with Board members from the Jefferson Union High School District and the San Mateo Union High School District to learn more about their housing projects.

Dr. Rosas did connect with the Strategic Planning consultant who stated that she is now waiting for the LCAP engagement information to fold into the Strategic Plan as most Districts are now using the LCAP as the main document for goal setting and tracking for District Strategic Plans. It is expected that the finalization of the LCAP and Strategic Plan should go hand in hand this spring.

Dr. Drinkwater was asked by Dr. Rosas to present an update on the sped audit. She stated that she is working with outside consultants on this audit.

Additionally, Dr. Rosas chairs the SELPA Governing Board and wanted the Trustees to be aware of Assembly Bill 1808 signed June 27, 2018 which amended Education Code 52062 to include consultation with the SELPA administrator prior to consideration of the LCAP by the local board effective for the 2019 LCAP submission to determine that actions for students with special needs are included in the LCAP and are consistent with the annual assurances for support. She explained that the description of this required consultation needs to be included in the Stakeholder Engagement Section of the LCAP. While she is excited about the new process, timing may be an issue.



Dr. Rosas read the upcoming events which included the following:

- Tuesday, March 26 - Equity Task Force
- Wednesday, March 27 - Communication Committee
- Wednesday, March 27 - City of SM General Plan Sub Committee
- Thursday, March 28 - Trustee Visitations to North Shoreview Montessori and Audubon Elementary School
- Thursday, March 28 – Superintendent Coffee Chat at Baywood
- Friday, March 29 - Reception at Cañada College for Tom Mohr
- Friday, March 29 - Sanctuary Task Force
- Spring Break First two weeks of April
- April 13 - Love North Central Clean Up Day
- April 18 - Board Meeting
- April 22 – Special Education Advisory Committee and Ed Foundation Meetings
- There are no PTA or DAC/DELAC meetings scheduled for April.

## 12. ADJOURNMENT

### 12.1. Adjournment (v)

The Regular Board Meeting adjourned to Closed Session at 8:27 p.m.

**Motion Passed:** Passed with a motion by Audrey Ng and a second by Kenneth Chin.

Yes Kenneth Chin

Absent Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

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Board Secretary

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Date