

**San Mateo-Foster City School District**  
**Minutes**  
**CLOSED/REGULAR MEETING~BOARD OF TRUSTEES**  
March 12, 2020, 6:30 PM

Closed Session Begins at 5:30 pm  
Regular Meeting Begins at 6:30 pm

1170 Chess Drive  
Foster City, CA 94404

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

**2. RECESS TO CLOSED SESSION**

**2.1. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION** (Government Code 54956.9(d)(1). Name of case: Jane Doe v. San Mateo-Foster City School District, et al., Case No. 20-CIV-01447.

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

**2.3. GOVT. CODE 54957 - Public Employee Discipline/Dismissal/Release.**

**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 was called to order at 6:31 pm.

**3.1. Report out of Closed Session**

None reported.

**3.2. Flag Salute**

The Flag Salute was performed by students from Baywood Elementary School: Marina Wiedmann, Sarina Jain, Damian Caballero, and Jacob Cayhan.

**3.3. Roll Call**

All Board members were present:

Kenneth Chin  
Noelia Corzo  
Rebecca Hitchcock  
Alison Proctor  
Shara Watkins

**3.4. Approval of Agenda: March 12, 2020 (v)**

The Board recognized that there is a national emergency. A motion was made that there is a need to take immediate action on transition to Distance Learning in response to COVID-19.

**Motion Passed:** Take immediate action in response to COVID-19 on transition to Distance Learning. Passed with a motion by Shara Watkins and a second by Kenneth Chin.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

Another motion was made stating the need for action on the transition to Distance Learning in response to COVID-19 came to attention of the District after the agenda deadline.

**Motion Passed:** The need for action on the transition to Distance Learning in response to COVID-19 came after the agenda deadline. Passed with a motion by Alison Proctor and a second by Rebecca Hitchcock.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

Dr. Rosas stated that the COVID-19 situation is rapidly changing. We have moved from containment to mitigation and the World Health Organization has called COVID-19 a Pandemic. These changes drive different decision-making. The District will need to transition to Distance Learning. Students will receive their lessons from home. The District Professional Development Day scheduled for Friday, March 13, has now been changed to planning for Distance Learning. She recommended to the Board that March 16 through 18, staff plan for Distance Learning while students stay home. The Distance Learning will begin on March 19. Furthermore, she recommended that Distance Learning continue the next two weeks until April 3. Spring break is scheduled from April 6-17. The District will watch, assess, and communicate to staff and parents the status of Distance Learning for April 20.

#### Public Statements:

Lisa Warren thanked Dr. Rosas for her communications and updates regarding the stay-at-home mandate. She felt that teachers need explicit education to teach students the proper way to wash their hands and the correct way to use sanitizers as children and adults interpret it differently.

John Harrison, Annex Program and Club House Teacher, noted that he works at three different sites, which are not always the same. With the rapid spread of COVID-19, he feared that employees that work at different sites may pass the virus along. He also feared that he could carry the virus and spread it to his friends and family who may have underlying health conditions. He requested that the schools close for three weeks to help contain the virus.

Sue Olinger, SMETA President, shared her gratitude for Dr. Rosas' leadership. She thanked Sue Wieser, Assistant Superintendent of Human Resources and Julie MacArthur, SMETA President, for their constant support with the COVID-19 situation. She also thanked the Board for their support.

Julie MacArthur thanked the District for working together to develop a plan for Distance Learning. She noted that SMETA is committed to teaching students in a safe way. She thanked everyone for their commitment and support.

#### Board Comments:

The Trustees thanked the staff for their dedication and hard work in addressing the COVID-19 situation and for keeping students and staff safe and healthy. They understood that Distance Learning requires a lot of preparation. They acknowledged that there will be challenges for everyone, teachers, District staff, parents, students. They asked for clarification on the schedule for Distance Learning. They also appreciated the District's communications and outreach. They thanked Dr. Rosas and her Cabinet for the Distance Learning planning and for dealing with the situation as seamlessly as possible. They asked that staff pay particular attention to students that are more affected such as students with Special needs. They also asked about student meals.

Dr. Rosas noted that the Child Nutrition Department will provide meals to all students that need them. She also noted that Alma Ellis, Director of Special Education, was working on a plan to provide services to Special Education students.

Motion passed to take immediate action to address COVID 19.

**Motion Passed:** Passed with a motion by Noelia Corzo and a second by Rebecca Hitchcock.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock

Yes Alison Proctor  
Yes Shara Watkins

### **3.5. Approval of Minutes: (v)**

**Motion Passed:** Passed with a motion by Kenneth Chin and a second by Alison Proctor.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Abstain Shara Watkins

#### **3.5.1. February 27, 2020 - Special - Instruction**

#### **3.5.2. February 27, 2020 - Regular Board Meeting**

## **4. STATEMENTS**

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

Yining Wong, a parent at College Park Elementary School, wanted to make the Board aware that College Park is experiencing an extended leave of absence by their teacher and that the constant use of short-term and daily sub teachers causes a disruption to the students' learning. She asked the Board to secure long-term teachers.

Jon Wu, College Park PTA President, advocated for reinstating the Mandarin after school program at College Park. He invited the Board to visit the school, meet the parents, and to learn more about the program. He noted that socio-economically disadvantaged students need more support through the after school program as Mandarin is a difficult language to learn. He asked for the Board support.

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

### **4.3. Foundation/Committee Reports**

Trustee Proctor reported that she attended the Communications Committee meeting on March 4 where they discussed COVID-19, the new Bayside gym and the New School in Foster City projects. Trustee Proctor congratulated Jon Frooman on his election to the City Council for City of Foster City. She also shared that at the last City Council Meeting, the City of Foster City recognized Amy Snow as the Principal for the New School in Foster City.

Trustee Watkins attended the San Mateo-Foster City Education Foundation meeting where they discussed upcoming events and planning for a Gala in the fall. She shared that the Read-a-Thon raised over \$90,000, which was just under the goal amount of \$100,000. Unfortunately, the 5K run has been cancelled due to COVID-19.

Trustee Corzo attended the LMI meeting where the surplus of Measure V funds was discussed.

### **4.4. Announcements**

Dr. Rosas reported that after several months of discussion about the use of the remaining \$3M of Measure V, it has become apparent, with much input to the LMI Team that the biggest priority was wellness. As a result, the District will hire 6 additional elementary school counselors, 4 additional middle school counselors, 4 behavioral specialists, one for each middle school complex area for special needs and one social worker to work with newcomers. She noted that the remaining balance will be used to support Science and the Arts.

### **4.5. Superintendent Report**

None.

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

**Motion Passed:** Passed with a motion by Rebecca Hitchcock and a second by Shara Watkins.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

### **5.1. EDUCATION/STUDENT SERVICES**

### **5.1.1. Elementary School Science Instructional Materials Adoption**

## **5.2. BUSINESS/FINANCE**

**5.2.1. Bayside New Gymnasium Building Project Change Order No. 4 Rodan Builders**

**5.2.2. Borel Middle School New Gym - Beals Martin - Change Order #1**

**5.2.3. Borel Middle School - BKF Engineers - Additional Services for Qualified Stormwater Practitioner**

**5.2.4. Borel Middle New Gym & Classrooms Project - Cleary Consultants - Additional Services #1**

**5.2.5. San Mateo Park Elementary School Security Fencing - American Asphalt Repair & Resurfacing Co., Inc. - Change Order #1**

**5.2.6. Resolution No. 21/19-20 - School District Parcel Tax Rate**

**5.2.7. Facilities Use Rate Schedule for 2020-2021**

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

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

**5.2.10. E-Rate Bid Evaluations - Wide Area Network & Internet Services**

## **5.3. HUMAN RESOURCES**

**5.3.1. Assignments Noted for Individuals Listed**

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

## **6. EDUCATION/STUDENT SERVICES**

### **6.1. Preschool Program Update**

Karrie Haselton, Principal of Child Development, gave an update on the District's Preschool Program. She presented information regarding the Montessori Blended Preschools, Mandarin exposure program (a State subsidized program), Inclusion Preschool at San Mateo Park, and the Parent Involvement Project (PIP). She noted that the funds for PIP TK/K will conclude in June 2020 and that the PIP Preschool funds will end in June 2021. She clarified that PIP has been supported by an anonymous donor for the last thirty years and the District is grateful for all these years of support. Ms. Haselton also noted that the District is looking for options for the PIP classes such as finding new donors, seeking state funds or grant funding.

#### **Public Comments:**

Yninin Wu, a College Park Parent, wondered if there is a way to measure the success of the students that are transitioning into the Mandarin program.

Mr. Wu spoke about Friends of Mandarin and the PTA at College Park, which has a combined budget of \$500,000. Part of this budget supports the Mandarin program by providing students with additional support before and after school. The Mandarin after school program has been very successful. He asked to include Friends of Mandarin in the District communications and to bring back the "Kuai Le" Mandarin program.

Lisa Warren stated that has a child in the Preschool program and has been happy with the system. She is glad to know that there will be an inclusion Preschool at Park Elementary School as she feels that inclusion is very important to the community. She thanked Principal Haselton and the District for the great job done with the Preschool students in the District.

Board members thanked Ms. Haselton for the presentation and asked clarifying questions about the different services within the Preschool Program. They asked for a follow up on Preschool policies at the next presentation. They wanted to make sure that the College Park transition plan is included in the LCAP and SPSA. They had questions about the PIP program and its conclusion and how this will be communicated to parents. They thanked the anonymous donor for the funds provided to the PIP program for the last 30 years. They asked if the District could support locating funds to keep the PIP program.

Ms. Haselton noted that the PIP program receives approximately \$470K yearly in monetary donations and is to fund PreK and TK/K and that it is unfortunate that the program is coming to an end as the District will no longer receive funding from a major anonymous donor for this program. She added that the program will still receive \$70,000 from another anonymous donor.

The Board took a short break.

## **6.2. Sanctuary Task Force Update**

David Chambliss, Assistant Superintendent of Educational Services, and Dale Rogers, Coordinator of Support for English Learners gave an update on the Sanctuary Task Force (STF). They reviewed the STF Mission and Vision and discussed the Protection of Students from Immigrant Families form and the adoption of policies addressing AB699. They noted that they are in the process of reviewing the Policies and Administrative Regulations. They stated that they distributed the "Know Your Rights" information to all schools in multiple languages.

The Board thanked Ms. Rogers and Mr. Chambliss for the presentation and for the work they are doing. They asked clarifying questions around the method for notifications to parents and collaborations with other districts such as Oakland Unified District. They asked if the District and site leadership are working to turn policies into actions and if these can be integrated in systems and processes that are already in place.

Ms. Rogers and Trustee Corzo noted that they are regularly communicating with the school districts of Oakland, Alameda and Modesto regarding their sanctuary programs. The District's Sanctuary Task Force (STF) has planned a visibility campaign and community engagement. However, the STF is in the stage of focusing on defining policies for the implementation of the program. Ms. Rogers stated that the STF is looking forward to working with District and site leadership for the implementation of the policies once they have been reviewed.

### **Public Comments:**

Jon Wu stated that he is an advocate for immigrant students as he is an immigration lawyer. He wondered if an application can be created for students that would replace the question of their immigration status. He suggested avoiding confrontational situations with immigration authorities.

## **7. BUSINESS/FINANCE**

### **7.1. Resolution No. 22/19-20 - Authorizing the Issuance of the San Mateo-Foster City School District 2020 General Obligation Refunding Bonds (v)**

Patrick Gaffney, Chief Business Official (CBO) presented Resolution No. 22/19-20 Authorizing the issuance of the District's 2020 General Obligation Refunding Bonds and noted that with the change in the market this is a good time for the transaction as interest rates are low and the savings would be even greater. He asked the Board for approval of Resolution No. 22/19-20.

**Motion Passed:** IT IS THE RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION NO. 22/19-20 AUTHORIZING THE ISSUANCE OF SAN MATEO-FOSTER CITY SCHOOL DISTRICT 2020 GENERAL OBLIGATION REFUNDING BONDS. Passed with a motion by Shara Watkins and a second by Kenneth Chin.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

### **7.2. 2019-2020 Second Interim Report - Draft**

CBO Gaffney presented the 2019-2020 Second Interim Report -Draft and noted that this report is the sum of actual revenues and expenditures through January 31, 2020 as well as projected revenues and expenditures through June 30, 2020. He added that the District can meet its financial obligations for the current fiscal year and the two subsequent years.

Trustee Chin had questions about revenue from property taxes and whether there will be a decline. CBO Gaffney noted that there could be a reassessment of property taxes as these are unprecedented times and the stock market is in decline.

### **7.3. Architects for Measure X Phase II Projects (v)**

CBO Gaffney presented information regarding the three recommended architects for the Measure X Phase II projects as follows:

- Bowditch Middle School: HED Design, San Francisco
- George Hall Elementary School: HMC Architects, San Jose
- Sunnybrae Elementary School: CSDA Design Group, San Francisco

He asked the Board for approval of the above three architect firms.

**Board Comments:**

The Board wanted to know if it was necessary to hire one architect for each school. They also wanted to make sure that solar systems are included in the plans. CBO Gaffney responded that choosing only one architect for the three projects depended on the architect's capacity and willingness to take on the projects and that three teams are more manageable. Interest in solar capacity has been shared with the architects

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE HED DESIGN, HMC ARCHITECTS, AND CSDA AS THE ARCHITECTS FOR BOWDITCH MIDDLE SCHOOL, GEORGE HALL AND SUNNYBRAE ELEMENTARY SCHOOLS' PROJECTS RESPECTIVELY. Passed with a motion by Kenneth Chin and a second by Rebecca Hitchcock.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

**7.4. 2020-2021 Budget Assumptions - Draft**

CBO Gaffney presented the Budget Assumptions-Draft to the Board and noted that as the Budget cycle continues to develop, the 2020-2021 Budget Final will be brought at the May 21 Board meeting for Board approval.

**8. HUMAN RESOURCES**

**8.1. Authorization to Teach Departmentalized Classes per Education Code 44256 (v)**

Sue Wieser, Assistant Superintendent of Human Resources, presented information regarding the authorization to teach departmentalized classes per Education Code 44256. She explained that currently the District has three teachers with multiple subject credentials who need additional time to complete their course work to teach Social Studies and she requested the Board approval as presented.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE AUTHORIZATIONS USING DEFINED EDUCATION CODE FOR THE FOLLOWING CERTIFICATED STAFF: Karen Schacht (Kenny)-Social Studies; Stacey Sierra-Social Studies; Corrina Tercero-English Language Arts Passed with a motion by Alison Proctor and a second by Rebecca Hitchcock.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

**8.2. Employment Agreement Amendment-Superintendent (v)**

Ms. Wieser presented the Employment Agreement Amendment for Superintendent Dr. Joan Rosas and noted that is to extend it by one year to end June 30, 2021. The salary adjustment is consistent with other District contract administrators and comparable with the salaries of superintendents in similar districts. The salary adjustment corresponds with salary adjustments received by the majority of certificated employees of the District. She asked the Board for approval as presented.

**Board Comments:**

The Board commented that Dr. Rosas voluntarily declined salary increases in 2016-2017 and 2017-2018 due to financial difficulties that the District was facing at that time and that this employee agreement amendment is for retroactive pay for 2018-2019, 2019-2020 and addresses 2020-2021. The Board thanked Dr. Rosas for her dedication to the District.

**Motion Passed:** IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE THE AMENDMENT TO THE JUNE 4, 2015 "SAN MATEO-FOSTER CITY SCHOOL DISTRICT AGREEMENT FOR SERVICES AS SUPERINTENDENT" TO EXTEND THE AGREEMENT FOR ONE YEAR TO END ON JUNE 30, 2021. Passed with a motion by Noelia Corzo and a second by Rebecca Hitchcock.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock

Yes Alison Proctor  
Yes Shara Watkins

## 9. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Hitchcock thanked Dr. Rosas and her staff for the extra hard work during these unprecedented times.

Trustee Proctor reminded everyone that during the transition to Distance Learning to be patient and act with kindness.

Trustee Watkins was appreciative for the hard work and reminded everyone to reach out for support as the Board is committed to help.

Trustee Corzo encouraged everyone to help neighbors and the most vulnerable in the community.

The Board had questions about virtual meetings and Dr. Rosas noted that she will check with legal counsel and will let the Board know about what the process will be.

## 10. FUTURE MEETING DATES

Dr. Rosas noted that information is changing on a daily basis and that it is uncertain if the meetings listed below will still take place.

March 16, 2020 7:00 pm Association Meeting - PTA  
March 17, 2020 7:00 pm Equity Task Force  
March 19, 2020 7:45 am School Visitations  
March 23, 2020 7:00 pm SMFCSD Education Foundation  
March 24, 2020 7:00 pm SEDAC Meeting  
March 26, 2020 5:30/6:30 pm Closed Session/Regular Board Meeting

## 11. ADJOURNMENT

### 11.1. Adjournment (v)

The Regular Board meeting adjourned at 9:00 pm.

**Motion Passed:** Passed with a motion by Shara Watkins and a second by Alison Proctor.

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Alison Proctor  
Yes Shara Watkins

---

Board Secretary

---

Date