

**San Mateo-Foster City School District**  
**Minutes-Draft**  
**SPECIAL MEETING~BOARD OF TRUSTEES**  
March 26, 2020, 6:30 PM

Teleconference Meeting  
<https://zoom.us/j/646068834> (to participate in the meeting)

+1 669 900 6833 (to listen to the meeting)

**1. CALL TO ORDER: 6:30 PM**

The Special Board meeting was called to order at 6:36 pm.

**2. ROLL CALL**

All Board members were present:

Kenneth Chin  
Noelia Corzo  
Rebecca Hitchcock  
Alison Proctor  
Shara Watkins

**3. APPROVAL OF SPECIAL AGENDA: March 26, 2020 (v)**

**Motion Passed:** 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

**4. STATEMENTS**

**4.1. Public Statements related to agenda item(s). Please limit statements to three minutes.**

Steven Davis shared that he sent a letter to the Board suggesting the District shut down the schools due to the COVID-19. He felt that by providing Distance Learning, there will be students that will be left behind. He noted that the District will need to identify the students who are in most need and the type of assistance that will be available for them. He also spoke about the stress that teachers are experiencing with having to worry about their families and educate the students. He asked for the District's criteria for success and failure.

Rena Korb, parent at Abbott Middle School, had a different view and was hopeful that after spring break the District will have ways for students to continue learning new material. She felt that structure and continued learning were important.

Kristy Wilson, Parent at Abbott Middle School, thanked the District for making sure that the students continue to learn even during these challenging times. She appreciated the hard work and stated that teachers and staff are working longer hours than usual. She noted that she is happy to see her son using technology to engage and learn.

Randi Paynter shared the same sentiment as Kristy Wilson did.

Lisa Warren, also shared the same sentiments of the two previous speakers regarding the schools closure and appreciated the steps that the District has taken to present a curriculum for Distance Learning. She thanked the District for being ahead of other districts as her sister's children are in Sacramento and have not started Distance Learning yet.

Sara Jimenez, parent at Foster City Elementary School, noted that this was her first time participating in a Board

meeting and plans to attend more frequently. She thanked the District for keeping the students engaged in learning during these unprecedented times. She felt that the District responded quickly. She thought that there are things that could be improved but hoped that after spring break the District will have a better plan. She would like her child to have more Face Time and frequent check ins with the teacher.

## **5. SUPERINTENDENT SERVICES/BOARD**

### **5.1. San Mateo-Foster City School District Response to COVID-19 Shelter-in-Place and Distance Learning (v)**

Dr. Rosas noted that on Friday, March 13 the District was told that students were to be dismissed and to begin Distance Learning planning. Staff dropped all previous plans for professional development that day and began creating Distance Learning materials. On Monday, a Shelter in Place was called which meant that staff needed to finish creating materials and move out of the buildings further exacerbating this unprecedented situation. With so little time to prepare and not having a protocol to follow, the materials provided to our students were obviously different from class to class and utilized different teaching tools. As the District settles into this new reality, staff is learning what works better for different students and different grade levels.

Dr. Rosas added that during this crisis, the number one priority has been to remain in connection with our students. She thanked staff for all that they have done to connect and move the District to where we are at this time.

She also noted that our families have had to manage job situations, which could range from having no jobs right now to trying to work at home and in both situations families are helping their children with their lessons and may even be caring for elderly folks too. It is a lot to manage and many of our staff are parents of students in the District also and can see the challenges from both sides. Dr. Rosas thanked our families for their patience and connection.

Dr. Rosas explained that the Bay Area might be flattening the curve so our Shelter in Place is working. Even with that news, we cannot return to school until after May 1. Therefore, the District will take our planned spring break from April 6-17 and then staff will prepare another round of Distance Learning tasks to take us through May 1. This is being called Phase II. We will employ what we have learned from Phase I to improve our lesson delivery during Phase II.

Dr. Rosas stated that staff will share information related to the management of COVID-19 tonight.

Sue Wieser, Assistant Superintendent of Human Resources will share work with our Union Leadership - CSEA and SMETA.

Dr. Sarah Drinkwater, Assistant Superintendent of Student Services, will describe childcare options for medical personnel.

David Chambliss, Assistant Superintendent of Educational Services, will follow with information on Distance Learning. He will also share equity challenges and plans to overcome those challenges.

Dr. Sarah Drinkwater will share special education processes during Distance Learning.

Andrew Soliz, Director of Child Nutrition, will provide information on the meal programs.

Dianne Willoughby, Public Information Officer (PIO), will finish with District communications and resources.

The Board of Trustees then asked questions about how to ensure that all students have devices, how will childcare providers obtain protective equipment, how will SDC students' needs be met and the meal plan for students.

#### **Public Comments:**

Yeni Santos spoke about the lack of a test for COVID-19 and asked for minimum health requirements in order to open the schools on May 1.

Dr. Rosas reminded everyone that the Public Health Department guides the District.

Lisa Warren spoke as a Registered Nurse, as a first responder and as a parent and appreciated the idea of childcare options as she felt that is so important during these difficult times. She stated that as a nurse, she works long hours and really hopes she can benefit from childcare. She thanked the District for all the work done for the students.

**Board Comments:**

Trustee Corzo stated that there is flexibility with the Brown act so the Trustees can receive frequent updates from the County. She thanked the staff for their hard work. She appreciated that grading would be addressed district by district and will be decided by the Board in the future.

Trustee Watkins thanked the staff of their work and supported the distribution of Chromebooks to those families who need them. She would like to see what is working or not working for families to inform Phase II. She wondered how families could reach out if they are having difficulty and whether teachers could create face time with parents to explain how to navigate the tools and tips. She also thanked Dianne Willoughby for timely and frequent communications.

Trustee Proctor, thanked everyone for their efforts. She felt it was evident that everyone stepped up and thanked Dianne Willoughby for the communications. She did want to know the expectations for parents as she wonders if she is doing enough and parents want to do the best they can. She suggested that the expectations be added to Phase II.

Trustee Hitchcock, commended the teachers and staff for their work.

Trustee Chin, reflected on when the Board voted to approve Distance Learning and how quickly everything had to move. He felt that the District is in a much better place due to the 24/7 work. He shared his experience as a parent. He would like to see a survey in order to close the gap in Phase II. He appreciated the social emotional check in and that we are providing meals. He is concerned about the District's fiscal solvency.

Trustee Corzo encouraged staff to do everything we can to reach families. She also wanted to point out that Class Dojo is a great system that her child's teacher is using. She expressed concern for those who are vulnerable at this time and described a new fund for individuals and small businesses called San Mateo Strong. She also encouraged those who could to continuing paying staff. She particularly expressed concern for undocumented workers as they may not be able to access funds. She thanked staff for their work.

## **6. ADJOURNMENT**

### **6.1. Adjournment (v)**

The Special Board Meeting adjourned at 8:48 pm.

**Motion Passed:** 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

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Board Secretary

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Date