

San Mateo-Foster City School District
Minutes-Draft

REGULAR MEETING~BOARD OF TRUSTEES

April 23, 2020, 6:30 PM

Closed Session Begins at 5:30 pm
Public URL - <https://zoom.us/j/98432548740>

Regular Board Meeting Begins at 6:30 pm
Teleconference Meeting
<https://zoom.us/j/95842681524> (to participate in the meeting)
+1 669 900 6833 (to listen to the meeting)

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

2. RECESS TO CLOSED SESSION

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

2.2. GOVT. CODE, Section 54957.6 - CONFERENCE WITH LABOR NEGOTIATOR - Unrepresented Employees: Assistant Superintendent for Student Services; Assistant Superintendent for Educational Services.

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

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

2.5. Review Non-Public School/Non-Public Agency contract(s) for the 2019-2020 school year. 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 started at 6:31 pm.

3.1. Report out of Closed Session

None reported.

3.2. Roll Call

All Board Members were present.

Kenneth Chin
Noelia Corzo
Rebecca Hitchcock
Alison Proctor
Shara Watkins

3.3. Approval of Agenda: April 23, 2020 (v)

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

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock
Yes Alison Proctor
Yes Shara Watkins

3.4. Approval of Minutes (v)

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

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

3.4.1. April 9, 2020 - Special Board Meeting - Update on COVID-19 Shelter-in-Place and Distance Learning

3.4.2. April 2, 2020 – Special Board Meeting - District Projects Considered Essential Government Business, Update on COVID-19 Shelter-in-Place and Distance Learning

3.4.3. March 26, 2020 - Special Board Meeting - COVID-19 Shelter-in-Place and Distance Learning

3.4.4. March 26, 2020 - Regular Board Meeting

3.4.5. March 12, 2020 - Special Board Meeting - New School in North Central

3.4.6. March 12, 2020 - Regular Board Meeting

4. STATEMENTS

4.1. Public Statements Related to Non-agenda Topics:

Karen Eng Toda thanked the teachers for their work in Phase II. She noted that she did not receive communications regarding getting a Chromebook for her child and that she was told that upper grade students would receive computers first.

John Giesecker, PTA Board member at College Park, thanked the District for the work done during these extraordinary times. He spoke about the need for extra resources for incoming students that are new to the Mandarin program in order to help them succeed. He suggested that the District offer a Mandarin after school program for students that will need the extra support.

Pamela Fishman spoke about her concerns with Distance Learning Phase II. She felt that there is a need to increase the number of points of contact, instructional minutes and to set expectations. She added that daily group meetings and live instruction for the class are necessary since instructional minutes have been reduced.

Jennifer Christgau, parent at Borel and Highlands Elementary, thanked the District for the outreach to parents. She would like to see the District consider having a Task Force collect data to plan for best practices moving forward.

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

4.3. Foundation/Committee Reports

Trustee Proctor shared that she attended the virtual Foster City City Council meeting where they discussed a COVID-19 Relief program for small businesses and seniors. They also talked about contributing to the San Mateo-Foster City Education Foundation. Summer activities, possibly virtually, were also discussed.

Trustee Hitchcock reported that she attended the SEDAC meeting which was well attended. They discussed issues that parents were concerned about. She asked if the SEDAC could work with the Equity Task Force on the upcoming parent survey.

Trustee Corzo reported that the Equity Task Force met and noted that they will provide input on the next parent survey that will go out districtwide.

4.4. Announcements

Trustee Hitchcock announced that the PTA Council will meet on Monday, April 27 and the SEDAC will meet on May 12 at 7:00 pm.

Trustee Chin announced that April 24 is Arbor Day and that the beautification project at Bayside S.T.E.M. will be rescheduled due to the COVID-19 situation.

Trustee Corzo announced that the San Mateo County Strong Fund (www.SMCStrong.org) will be receiving applications starting on April 27 for individuals, families, and small businesses who need financial assistance.

4.5. Superintendent Report

Dr. Rosas introduced Erin Felix to the Board of Trustees. Erin Felix will be the new principal for Beresford Elementary School in the fall as Amy Snow takes the position of principal of the New School in Foster City. She reminded everyone that the Census officially launched on April 1 and is still on-going. Right now, San Mateo County has the highest return rate of all of the counties in California at 61.9% and she encouraged families to complete the Census. Dr. Rosas also stated that she will hold virtual Coffee Chats in May.

5. PROPOSED CONSENT AGENDA (v)

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

5.1. EDUCATION/STUDENT SERVICES

5.1.1. NPS Contracts

5.1.2. Williams Quarterly Report

5.2. BUSINESS/FINANCE

5.2.1. New Elementary School in Foster City - Overaa Change Order No.002

5.2.2. Joint Use Agreement with City of Foster City

5.2.3. Contracts & Consultants \$45,000 and Under

5.2.4. Listing of Payments to Meet District Expenditures

5.3. HUMAN RESOURCES

5.3.1. Assignments Noted for Individuals Listed

5.3.2. Resignations, Releases, and/or Retirees

6. SUPERINTENDENT SERVICES/BOARD

6.1. San Mateo-Foster City School District Response to COVID-19 Shelter-in-Place and Distance Learning Update

Dr. Rosas began this presentation with the County statistics. As of Wednesday around noon, San Mateo County had 958 confirmed cases of the Corona Virus and 39 deaths. While this may seem low in compared to some counties or states, it is still significant. Additionally, there are many families who have lost jobs and are dealing with serious financial worries. Our thoughts are with all those who have been touched by this pandemic.

She explained that the District is serving 1,000 meals a day and thanked the nutrition staff for working through spring break so that the children did not go without their meals. She also explained that our District is prepared to open childcare for medical personnel and first responders should there be a request. Dr. Rosas then turned the presentation over to David Chambliss, Assistant Superintendent of Education Services, to address the distribution of technology, the recent Professional Development Day offerings, Phase II of Distance Learning and an upcoming Parent Survey. This was followed by a presentation by Dr. Sarah Drinkwater, Assistant Superintendent of Student Services who shared information regarding counseling services and an update from the recent SEDAC meeting.

Dr. Rosas ended the presentation explaining that there are still many unanswered questions that will be finalized over the next few weeks such as grading and promotion ceremonies, summer school and the fall return to school protocols. She finished by sharing that when the State budget is strained, it impacts school districts. She explained that staff is meticulously documenting all expenditures related to COVID-19 for possible reimbursement and grant options and that staff are reviewing all expenditures that can be put on hold for the time being. The District will receive about \$190,000 from SB117 and our wonderful Education Foundation has raised about \$50,000 for technology related expenses. There may also be some funding available through a two county drive supported through the SVCF. Additionally, the Board of Trustees is being asked to pass a resolution tonight allowing the District to request reimbursement for COVID-19 expenses from FEMA this evening.

Board Clarifying Questions:

The Board thanked the team for their presentation. They had questions about students who are currently in need of technology, how they are learning for the time being and if they will be prioritized for Chromebooks and hotspot distribution. They also asked what the expectations are from the students at the end of the school year and if the survey will be available to all parents.

Public Comments:

Randi Paynter asked what percentage of District students had been contacted by their teacher and the teacher/student contact time. She would like the District to consider educating parents on the Galileo assessment to track student progress.

Robin Flecha, Special Education teacher at George Hall, shared that she feels supported by her Principal, who is frequently in touch with the teachers. She also shared that she is disappointed with the Special Education department response time and their lack of inclusion of pre-school special education families. She requested that Special Education pre-school students be entered in the AERIES database and that a technology survey be sent out to all pre-school Special Education families.

Board Discussion:

Trustee Chin appreciated the presentation on COVID-19 and said that he looks forward to Phase II. He was happy to hear that over 1,000 meals are being served daily and that the District continues to distribute Chromebooks and hotspots. He is hopeful that as we go into Phase II, the various issues will be resolved. He thanked all the teachers and staff for their work and also the parents for taking on the additional role of working with the kids during these stressful times.

Trustee Hitchcock asked that the District look in to providing the tools for Galileo to parents and that the Special Education pre-school students be added to the AERIES database.

Trustee Proctor was glad to hear that the District is making connections to provide additional meals and is making sure that the students and families feel supported. She thanked Teacher Flecha for sharing her thoughts about Special Education and her feeling of being left out. She didn't want anyone to feel excluded. She asked the District to start planning for the fall as she wants to make sure that the District provides the best education possible as we return.

Trustee Watkins agreed with Trustee Proctor about the meals and connecting families with resources. She was excited to hear details about the Professional Development. She thanked staff for the family website and liked the Placemats. She requested information about program structure, such as a daily schedule and exemplars for each grade. She asked that materials for Special Education students be made available. In addition, she asked for parent trainings. She would like staff to create a progress monitoring system that will report log in activity, service data, WiFi time and if this can be broken down by site. She asked if this information can be presented at the upcoming Board meeting.

Trustee Corzo shared that the first couple of days, her son struggled with the new routine and she expected that it would be challenging for other families also. She also shared that her son missed seeing his friends and playing soccer. She explained that LMI would meet in May to share ideas and thanked the District staff for problem solving and the long hours of work. She was also thankful for the good will of our City Leaders.

6.2. Resolution No. 25/19-20 - Emergency Related to COVID-19 (v)

Dr. Rosas explained that this is a resolution that County Counsel drafted for Districts to use in relation to emergency actions related only as a response to issues arising from COVID-19. She explained that she felt great responsibility for the health and safety of the staff and children of this District and for the continued operations of our District so that learning continues and necessary operations continue without interruption.

She explained that in the event that there is a need for immediate action this resolution permits the Superintendent to act in these particular areas upon duly notifying the Board:

- To ensure and protect the welfare, safety and educational well-being of all students
- To cancel or modify any activities, programs or courses up to and including the temporary closure of schools and program sites
- To protect district property
- To make further declarations of emergency and to take emergency action as permitted by board policy and relevant law
- To determine when schools should be reopened because emergency conditions no longer exist
- Or to determine when a school or schools need to be closed to protect the health and safety of our students and staff

Dr. Rosas further stated that she hoped that the worst of this situation is behind us, however, if there is a COVID-19 related emergency and the Board cannot gather, this resolution designates the Superintendent to move forward expeditiously on behalf of the school community.

Board comments:

The Board was in support of designating the Superintendent to move forward with emergency actions related to COVID-19. They commented that they see value in the Resolution as we move into the fall and appreciated how well the District has been handling the COVID-19 related decisions. They thanked Dr. Rosas for keeping the Board informed of all the District activities related to COVID-19.

Dr. Rosas noted that information is changing rapidly and that she provides information to the Board as quickly as possible. She writes weekly reports summarizing what is happening and that COVID-19 related items will continue to be added to every agenda.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION OF EMERGENCY - RELATED TO COVID-19. 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

6.3. 2020-2021 Board Meeting Calendar (v)

Dr. Rosas shared that, annually, Board Meeting dates are set by the Trustees. The San Mateo-Foster City School District Board Policy establishes 1-2 Board meetings per month from July through August. Additionally, AB2449 requires that the Annual Reorganization meeting be held within 15 days following the second Friday in December. The District makes every attempt to align with the District calendar and avoid major holidays. Taking these requirements and considerations into account, the attached schedule of Board Meetings was presented for Board approval.

Board discussion:

The Board noted that the October 22nd Board meeting would be scheduled on the same week as the Education Foundation Gala event and considered whether this date should be changed to a different week in October. One Board member cannot attend the August 8th Board meeting. A trustee asked if the calendar avoided major religious holidays. Dr. Rosas replied that AB2449 did force the annual reorganization meeting to fall during Hanukkah.

The Board decided to keep the proposed Board Meeting Calendar as presented and make modifications at the May 7th Board meeting if needed.

Motion Passed: Passed with a motion by Rebecca Hitchcock and a second by Alison Proctor.

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

7. BUSINESS/FINANCE

7.1. Designation of Applicant's Agent Resolution of Non-State Agencies (v)

Chief Business Official Patrick Gaffney noted that in order to apply for disaster relief funding from FEMA, the District is required to submit Form Cal OES 13, which needs to be filed with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance. He noted that submission of this Resolution is the first of the multiple-step process to obtain reimbursement for costs incurred due to COVID-19.

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

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

8. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustee Proctor asked if there will be translation available at the Coffee Chats and if they will be recorded.

Trustee Corzo requested that the Board consider supporting a Resolution denouncing Xenophobia at the May 7 Board meeting. She would also like to have our community partners share what they are doing at a Board meeting. She asked that the District look at ethnic studies curriculum at a later date. Trustee Corzo also wanted the community to know that there is support available and that Samaritan House in San Mateo is considered a core agency.

9. FUTURE MEETING DATES

- May 7, 2020 5:30/6:30 pm Closed Session/Regular Board Meeting
- May 21, 2020 5:30/6:30 pm Closed Session/Regular Board Meeting

10. ADJOURNMENT 10.1. Adjournment (v)

The Regular Board meeting adjourned at 8:37 pm.

Motion Passed: Passed with a motion by Rebecca Hitchcock and a second by Alison Proctor.

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Alison Proctor

Yes Shara Watkins

Board Secretary

Date