

San Mateo-Foster City School District
Minutes- Draft
CLOSED SESSION/REGULAR MEETING~BOARD OF TRUSTEES
May 21, 2020, 6:30 PM

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

2. RECESS TO CLOSED SESSION

2.1. GOVT. CODE 54956.9(d)(2) - CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation: (2 cases)

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. 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 6:33 pm.

3.1. Report out of Closed Session

President Corzo stated that by unanimous vote, a temporary certificated employee was released effective the close of the 2019-2020 school year and that the Board also gave direction to staff to reject a government claim as untimely.

3.2. Roll Call

All Board Members were present:

Kenneth Chin
Noelia Corzo
Rebecca Hitchcock
Alison Proctor
Shara Watkins

3.3. Approval of Agenda: May 21, 2020 (v)

Motion Passed: 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

3.4. Approval of Minutes: May 7, 2020 (v)

Motion Passed: Passed with a motion by Kenneth Chin and a second by Shara Watkins.

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

4. RECOGNITION

4.1. Resolution No. 26/19-20 - Classified School Employee Appreciation Week

May 17-23, 2020 was declared Classified Employee Appreciation Week and the Board read Resolution No. 26/19-20 to honor Classified employees. Assistant Superintendent of Human Resources, Sue Wieser, and her husband created a video of photos featuring Classified staff in their honor.

Dr. Rosas expressed her appreciation for the staff and thanked Ms. Wieser and everyone who contributed to the making of the video.

Each Board member thanked the Classified staff for their hard work and for supporting the students and families during these difficult times and throughout the year. They stated that Classified employees are the unsung heroes that work behind the scenes long hours supporting the District in different capacities such as keeping the schools clean, providing necessary technology to students and staff, doing outreach, preparing meals, and much more.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES ADOPT RESOLUTION NO. 26/19-20 HONORING THE DISTRICT'S CLASSIFIED STAFF AND DECLARING MAY 17-23, 2020 AS CLASSIFIED SCHOOL EMPLOYEE APPRECIATION WEEK. 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

4.2. Community Partners - Homework Central

Homework Central – Matt Feuer and Padma Gargeya shared the work that Homework Central is doing with our students and the needs they have as they enter the upcoming year.

The Trustees thanked Ms. Gargeya and Mr. Feuer for their presentation and for the important work that they are doing with the students and families. It takes a village to educate students and they are definitely part of the village. They also thought that Community Partners are also unsung heroes as they provide help to students that are in most need. The Board is dedicated to work with Community Partners collaboratively and intentionally. They hoped that more volunteers would sign up with the Homework Central. They were appreciative of the engagement and continuing work with the students and families, especially during these challenging times. They look forward to continuing the partnership.

5. STATEMENTS

5.1. Public Statements Related to Non-agenda Topics:

Mrs. Olthof works at Highlands Elementary School. She thanked the District for the support and recommended the District consider the use of Distance Learning software programs districtwide as opposed to each individual site buying their own software package. She thought that there might also be potential savings by purchasing one districtwide package.

Elizabeth Wood, parent at Borel Middle School, expressed her disappointment with the pass/no pass grading system. She thought that the pass/no pass system does not motivate students to be as engaged. She requested that the pass/no pass grading be reversed immediately and, if not, she hopes that in the fall this type of grading is not continued.

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 the Sanctuary Task Force has been meeting weekly, which is led by Dale Rogers, Coordinator for English Learner Support Services, and includes teachers and parents. He shared that they assisted with sending a flyer notifying District families about the California Disaster Relief fund for undocumented individuals and stated that the information was also posted on the District website. They also assisted with providing EBT card information to families. He thanked Ms. Rogers and her team for the great work that they are doing to support families. He and Trustee Corzo are very happy to be a part of the Sanctuary Taskforce.

Trustee Hitchcock reported that the SEDAC has identified 4 parent engagement areas from the Special Education Audit: Inclusionary Practices, Communications and Outreach, Parent Education and SEDAC Development. She encouraged everyone to check out the SEDAC website for volunteering opportunities.

Trustee Proctor shared that the Communications Committee met and they talked about email communications, website updates and the 31 days of Gratitude campaign. The Communications Committee is also working on a new format for emails for easy reading, featuring important topics in bullet points at the top of the email with an option for expanded reading.

Trustee Watkins reported that the San Mateo-Foster City Education Foundation met on May 18 where they discussed the Digital Divide campaign and that it has raised \$113,419. Their goal is to raise \$264,000. Trustee Watkins asked everyone to spread the word about the campaign. The Ed Foundation is moving forward with a virtual GALA event in October and will discuss the details of the funding model at the next meeting. She thanked the City of Foster City, City Council for donating \$10,000 to the District for meals and \$10,000 for technology needs.

Trustee Corzo shared that Catholic Charities has a new phone number to call – 415-324-1011- for families that want to apply for the California Disaster Relief Fund. She also shared that the Sanctuary Task Force is working with our community partners to build stronger relationships. She also attended LMI where they discussed Distance Learning, a family survey and video privacy, especially for teachers who share their living space with others. They also discussed the different task force groups that will be formed to address the fall reopening.

5.4. Announcements

Trustee Chin shared that San Mateo County Board of Supervisors is working toward potentially providing public WiFi and thought that this will be of great importance to the District families.

Trustee Proctor thanked the City of Foster City for their donations for meals and technology. She was very appreciative for their support of the students.

Trustee Corzo also thanked the City of Foster City for the donations to support the meal program and technology.

5.5. Superintendent Report

Dr. Rosas thanked the Classified Staff members. She hoped that they have enjoyed a week of appreciation and will be able to rest and relax over the upcoming three-day holiday weekend.

6. 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

Dr. Rosas commented that the Board had approved the placement of Doug Garriss as the new Principal of Audubon Elementary School. Dr. Rosas shared that he holds a Bachelors of Liberal Arts/Psychology from the University of North Carolina, a Masters in Elementary Education from Chaminade University in Honolulu, Hawaii and a second Masters in Instructional Leadership from Reach Institute for School Leadership in Oakland. He has served as a teacher in both elementary and middle school, a Coordinator for ELA/ELD/AVID and was a Principal in the Ravenswood School District. She asked Doug Garriss to say a few words to the Board.

6.1. EDUCATION/STUDENT SERVICES

6.1.1. Resolution No. 30/19-20 - Childcare Contract 2020-2021

6.2. BUSINESS/FINANCE

6.2.1. Abbott New Gymnasium/Classrooms Project-Change Order No. 4 Rodan Builders Inc.

6.2.2. Bayside Middle School New Gymnasium Project Rodan Builders Change Order No. 005

6.2.3. New Elementary School in Foster City - Overaa Change Order No.003

6.2.4. Investment Report - Quarter Ending 3/31/20

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

6.2.6. Listing of Payments to Meet District Expenditures

6.3. HUMAN RESOURCES

6.3.1. Assignments Noted for Individuals Listed

6.3.2. Resignations, Releases, and/or Retirees

7. SUPERINTENDENT SERVICES/BOARD

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

Dr. Rosas provided information on two surveys, the recent coffee chat, meal service, tech distribution, donations, annex, preschool, summer planning and some very preliminary fall planning steps.

She explained that annually the fall survey requests information about whether our families are returning to our District the following year. This year, if a family responds that they are returning there are 2 questions that pop up regarding program delivery in the fall. The questions ask whether the family would prefer a distance learning option for next year or a combination of on site and distance learning. She clarified that these options would not be necessary if we are allowed to return to school as normal in the fall. As we are not clear about the fall options at this time and in order to plan correctly, the District needs the number of students for whom this will be a need. That was the rationale for the question. There was also a second family survey on Distance Learning. Concerns have been raised about the family survey and so it has been taken it down until the concerns have been resolved.

Dr. Rosas engaged in a Coffee Chat this week and she said that she found it difficult to replicate a small in person gathering in a 200 person Zoom. She is making adjustments for the next chat. She did want to clarify for everyone that Distance Learning is still a work in process. She pointed out that the curriculum that we utilize in our schools was never meant to be an on-line curriculum. Therefore, it takes staff additional time to adjust the curriculum to an on-line platform which also leads to inconsistencies. Delivery modalities were never prescribed so there could be a variety of ways that staff deliver lessons. The District is looking at options for utilizing different platforms to better support Distance Learning and provide more consistency should we have to continue in the fall.

The meal program continues with 1,100 breakfasts and lunches provided in a grab and go style per day.

Tech Distribution continues. 3,400 chrome books and 900 hot spots have been distributed and another distribution day is planned for tomorrow.

Along those lines, Dr. Rosas thanked our community supporters. The SMFC Ed Foundation has raised about \$113,000 through their campaign for tech support for our students. She thanked the Ed Foundation and the many generous contributors to that campaign. The City of Foster City donated \$10,000 for meals and \$10,000 toward our technology needs. The FC Rotary also donated \$3,200 to meals.

Dr. Sarah Drinkwater, Assistant Superintendent of Student Services, shared programs that the Annex and Pre-school staff have implemented for the students.

David Chambliss, Assistant Superintendent of Educational Services, shared information on Summer School planning and preliminary planning for the Fall Re-Opening.

Board Clarifying Questions:

The Board asked clarifying questions such as parents having the option to decide whether to have their children come back in the fall part time or to be able to switch to Distance Learning. Dr. Rosas responded that the Fall planning survey information will provides a sense of direction and that she expects that the District will need to be flexible.. They also wanted to know more about the number of students enrolled in the summer, the criteria used for selecting the students, and if the data from the last two months will be taken into consideration. They also asked if the District is working on any strategies to help students and families during the summer. Mr. Chambliss noted that the District team has data from prior to Distance Learning on students who need to engage in summer programming and that there would be resources available for students to engage in from home.

Public Comments:

Leslie Thompson is a teacher at Brewer Island. She wanted to know which campuses will be open for summer school. She asked that this information be shared with the school principals as well.

Board Comments:

Trustee Watkins acknowledged the complexity that exists in reopening the schools and thanked everyone for managing the situation, as it requires careful planning that sometimes can be overwhelming. She offered her

help and support in any way she can. She asked for the District to consider enrollment of up to 230 students for the summer.

Trustee Corzo recommended that District make the teaching material available to Homework Central. She would also like for families to have material to stay engaged during the summer. She shared that she thinks of her own situation and how important it is for her that her son continues learning. She knows that some parents have already expressed concerns about not having academic guidance during the summer for their children. She also asked if there is a way that the District can support volunteers.

Public Comments:

Elizabeth Wood requested Distance Learning during the summer for families that want their children to continue learning.

Additional Board Comments:

Trustee Chin reflected on the current COVID-19 situation and how the Board can be of help. He referred to the District as a big ship, the largest in the County, that for decades has been operating under a set guidelines and how challenging it is in normal circumstances to change systems. However, the District had to pivot in a short amount of time and has handled the change well. He took the opportunity to thank the administrators and their teams for their remarkable work performed during the pandemic in the areas of Communications, Business/Fiscal Services, Student Services, Educational Services, and Human Resources, Special Education, Technology, and Facilities, as well as the Curriculum and Instruction Department. He thanked Dr. Rosas for her leadership and for bringing up the discussion on the framework for the fall. He also thanked the Union leaders, the school principals, parents, students, and the community for great work and support. He noted that this has been a difficult time for everyone and that the reopening of school in the fall will be no less than challenging.

8. BUSINESS/FINANCE

8.1. 2020-2021 Budget Assumptions

Patrick Gaffney, Chief Business Official, presented information on the Budget Assumptions and noted that the information will be utilized to prepare the 2020-2021 General Fund Budget.

Dr. Rosas shared that the Budget Assumptions are a normal part of the budget process and used to build the budget as they describe anticipated fiscal impacts for the upcoming year.

Board Questions:

Trustee Chin wanted to know if the District reviews the property tax revenues with the County.

CBO Gaffney shared that normally the District meets with the County twice a year to review property tax information; however, he has asked the County to share information more frequently this year due to the current situation.

The Trustees had questions around attendance and how the budget will be impacted this year, what the District uncertainty level was, and up to what point the District will consider using the 6% reserve fund. They also wanted to make sure that the Special Education improvements and changes are reflected in the budgeting goals. Dr. Rosas shared that the District has been asked to use the attendance formula prior to Distance Learning until the District is able to go back to a normal schedule. Mr. Gaffney explained that the assumptions will be maintained but the percentage needs to be discussed. Dr. Rosas recommended keeping a higher reserve percentage than the mandated 3% because of budget uncertainty. Special Education Audit considerations are included in the upcoming budget.

The Board noted that they are looking forward in learning more about the budget at the Budget Study Session, as they will have the opportunity to ask detailed questions.

8.2. Governor's May Revise Presentation for 2020-2021 Budget

Mr. Gaffney presented information regarding Governor Newsom's proposed 2020-2021 May Revise Budget noting that the budget can be complex and dynamic, however, this is an unusual year and the May Revise is a statutory step in the state budget process. He highlighted the next steps and timeline.

Board questions:

The Board had clarifying questions about the LCFF and historical major economic downturn and how that has been handled considering that the District is a Basic Aid or Community Funded District. They asked if the District will have a fair share taken away. Mr. Gaffney explained that the state can't take property taxes

revenues from districts, however, they can require a fair share. Dr. Rosas added that the impact on the budget is unknown at this time but Executive Cabinet has been looking at different options for reductions so that the District can be prepared for this possibility. She hopes to have more information by the Budget Study Session.

8.3. Discussion of Potential Bond Election in November 2020 and Determination of Next Steps including a Bond Poll (v)

Dr. Rosas explained that prior to COVID 19, due to concerns related to air conditioning and sewage line breaks, the District had determined that it was important to look critically at our facilities and engage in a Facility Master Plan process. She stated that the District needed to have a FMP to access anticipated State bond funding or for a future bond. District staff and Aedis Architects are finalizing that plan. Now a decision has to be made as to whether November 2020 or March 2022 are dates to go forward for a bond. There are clearly severe facility needs which may be more exacerbated by COVID 19 and at the same time the state is in a fiscal crisis.

Dr. Rosas explained what Millbrae School District was doing in relation to a bond measure. She also talked to Bryan Godbe of Godbe Research who has done polls for our District in the past and he stated that he has been in the field with a surprising number of surveys from school districts and cities and that he is gathering positive results. John Whitehurst from BMWL explained that during the March election there were 260 revenue measures and only 90 passed. At the same time, he felt that if our District had health and safety issues, especially in light of COVID 19, we should explain our concerns to our community and run a poll to assess feasibility. Dr. Rosas did feel that the District was dealing with health and safety issues and that they are exacerbated by the current situation. Examples she gave included HVAC units, sewer breakage, the need for water in all classrooms and bottle fillers instead of drinking fountains. She felt that the next step would be to complete a poll and asked for Ken Chin and Alison Proctor to work with her on the language. She felt that they would need to support this process since Noelia Corzo, Rebecca Hitchcock and Shara Watkins will be running for re-election in November.

Board Clarifying Questions:

Trustee Corzo asked if staff move forward with the polling, would there be a need for help from the Board? Dr. Rosas affirmed that she would need two Board members to assist with drafting the ballot language and to stay through the project.

Public Comments:

Keyla Castro favored the idea of moving forward with the polling as she thought that the District will need the extra funding for keeping the schools clean and safe as a result of COVID-19. She felt that this will become a top priority.

Board Comments:

Trustee Chin supported the polling as long as it's related to COVID-19, such as plumbing, sanitation, technology. He thought that larger items like building a new gym in Foster City would be harder to gain voter approval.

Trustee Hitchcock was also in support of polling. She said that the District will need water filtration systems and that the District will need all the help it can get for the health and safety of the students.

Trustee Proctor agreed that the District will need funds to address COVID-19 but she would also like to include larger projects. She was not in favor of going for a bond every two years but wondered if it is a good idea to reach out to community partners to join efforts. Dr. Rosas explained that the polling company can poll a variety of options.

Trustee Watkins asked about the timeline for receiving the funds if the District goes for a bond in November and what the timeline would be for the implementation of the projects, such as sewage work and HVAC. Dr. Rosas explained that the implementation of the work depends on the complexity of the projects. Building new gyms takes much longer than installing water bottle filtration systems, for example.

Trustee Watkins added that COVID-19 will bring long-term implications and messaging safety and sanitation will be helpful. She would like the public to be informed of the timeline. She would also like to have LMI and LTM give their input and for teachers and staff leadership to weigh in on their support for this project.

Dr. Rosas shared that the polling will need to be in June. The Board would make a decision in July/August and would finalize the campaign time and deliverables. She reminded the Board that Measure X had a similar timeline.

Trustee Corzo also agreed to poll. She asked to focus on what is necessary and thought that is important to get a pulse of what the community would support.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES RECEIVE INFORMATION ON A BOND ELECTION FOR NOVEMBER 2020 FOR DISCUSSION, DETERMINATION OF NEXT STEPS AND TO AUTHORIZE A BOND POLL. 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

9. HUMAN RESOURCES

9.1. Declaration of Need (v)

Sue Wieser, Assistant Superintendent of Human Resources, presented the Declaration of Need form and explained that this is submitted to the State of California Commission on Teacher Credentialing annually to certify that the District may need to apply for emergency credentials. It allows the District to recruit and hire teachers in hard to fill positions. The Declaration of Need for Fully Qualified Educators (attached) identifies specific areas of need such as CLAD, BCLAD, math, science and special education. The Declaration of Need will allow the District to apply for waivers/emergency credentials to fill vacancies if needed.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE THE DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS FOR THE 2020-2021 SCHOOL YEAR. Passed with a motion by Noelia Corzo and a second by Alison Proctor.

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

9.2. Employment Contracts Renewal-Assistant Superintendent, Education Services and Assistant Superintendent, Student Services (v)

Ms. Wieser presented for Board approval the Employment Contracts Renewal for the Assistant Superintendent of Education Services and the Assistant Superintendent of Student Services and noted that the contracts are for two years, which end on June 30, 2020. The Assistant Superintendent of Education Services and the Assistant Superintendent of Student Services contracts are being renewed from July 1, 2020 through June 30, 2022.

Motion Passed: IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES RENEW THE EMPLOYMENT CONTRACTS OF THE ASSISTANT SUPERINTENDENT OF EDUCATION SERVICES AND THE ASSISTANT SUPERINTENDENT OF STUDENT SERVICES. 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

10. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Trustees Chin and Proctor shared that they will volunteer for the Bond campaign.

Trustee Hitchcock congratulated Doug Garriss on becoming the new Principal of Audubon Elementary School. She joined Trustee Chin in congratulating the staff, students, parents and the community for the important work done, especially during these difficult times.

Trustee Proctor expressed her appreciation to the Classified employees and wished everyone a great three-day weekend.

Trustee Corzo thanked everyone for the work and noted that she is looking forward to the Budget Study Session. She reminded everyone that she welcomes feedback from the community and looks forward to continuing serving the families and students.

11. FUTURE MEETING DATES

May 26, 2020	7:00 pm	Equity Task Force
June 2, 2020	7:00 pm	SEDAC
June 4, 2020	5:30/6:30 pm	Closed Session/Regular Board
June 6, 2020	1:00-3:00 pm	Study Session - Budget
June 8, 2020	7:00 pm	SMFCSD Education Foundation
June 9, 2020	7:00 pm	Equity Task Force
June 15, 2020	7:00 pm	PTA Council
June 18, 2020	5:30/6:30 pm	Closed Session/Regular Board
June 27, 2020	1:00-3:00 pm	Study Session - Governance and Equity

12. ADJOURNMENT

12.1. Adjournment (v)

The Board reconvened to Closed Session at 10:15 pm.

Motion Passed: Passed with a motion by Kenneth Chin and a second by Shara Watkins.

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

Closed Session Adjourned at 10:40 pm.

Motion Passed: Passed with a motion by Noelia Corzo and a second by Kenneth Chin.

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

Board Secretary

Date