

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

**REGULAR MEETING~BOARD OF TRUSTEES**

November 15, 2018, 6:30 PM

1170 Chess Drive

Foster City, CA 94404

Please note that Trustee Noelia Corzo is joining this meeting via VIDEO CONFERENCE from:

Villas Granada 2

Santa Catarina Pinula,

Guatemala, Guatemala

**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 - CONFERENCE WITH LEGAL COUNSEL--  
ANTICIPATED LITIGATION Significant exposure to litigation: (1 case).**

**2.2. GOVT. CODE 54956.8 - CONFERENCE WITH REAL PROPERTY  
NEGOTIATORS Property: Charter Square Shopping Center located at 1050 Shell  
Boulevard in Foster City Agency Negotiator: Dr. Joan Rosas. Negotiating Parties:  
District, Chang Income Property Partnership, LP, and Westlake Urban, LLC. Under  
Negotiation: Price and terms of payment for Amendment No. 2 to School Conveyance  
Agreement.**

**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  
DISCIPLINE/DISMISSAL/RELEASE. If these discussions are not completed before  
7:00 p.m., the Closed Session will continue following the regular meeting.**

**3. RECONVENE TO REGULAR MEETING**

The Regular Board Meeting began at 6:31 p.m.

**3.1. Report out of Closed Session**

None at this time.

**3.2. Flag Salute**

The Flag Salute was led by students from George Hall Elementary School: Third grader, Katharina Gaston, and Cassandra Gaston, second grader.

**3.3. Roll Call**

All five Board Members were present:

Kenneth Chin

Noelia Corzo

Rebecca Hitchcock

Audrey Ng

Shara Watkins

Trustee Corzo joined the meeting via video conference.

#### **4. APPROVAL OF THE AGENDA: November 15, 2018 (v)**

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

Yes Kenneth Chin  
Yes Noelia Corzo  
Yes Rebecca Hitchcock  
Yes Audrey Ng  
Yes Shara Watkins

#### **5. APPROVAL OF THE MINUTES**

**5.1. October 25, 2018 - Special-SPSA (v)**

**5.2. October 25, 2018, 2018 - Regular (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 Audrey Ng  
Yes Shara Watkins

**5.3. November 1, 2018 - Special- Study Session (v)**

**5.4. November 1, 2018 - Regular (v)**

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

Yes Kenneth Chin  
Yes Noelia Corzo  
Abstain Rebecca Hitchcock  
Yes Audrey Ng  
Yes Shara Watkins

#### **6. RECOGNITION**

**6.1. Permanent Status-Certificated (v)**

Assistant Superintendent of Human Resources, Sue Wieser and Director Dennis Hills proceeded with the recognition of 55 teachers who attained tenure. They thanked them for their exceptional work and congratulated them.

#### **7. STATEMENTS**

**7.1. Public Statements Related to Non-agenda Topics:**

Steven Davis asked for updates on disproportionate suspensions of students with disabilities, easy bathroom access for changing disabled students, lack of full support from contracting para educators who don't provide bathroom change for students with disabilities, in house suspensions, dyslexia plan implementation, updating of the 504 policy and other related special education policies, financial tracking and reporting related to Special Education expenditures, safety and inclusion throughout the District, schedule for action plan for improvement on education performance, adding students with disabilities in the LCAP local indicators and space planning for Special Education classes. He stated that he looks forward to seeing action on these items.

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

**7.3. Foundation/Committee Reports**

Trustee Hitchcock attended the San Mateo-Foster City Education Foundation meeting. The Foundation is planning a Read-a-Thon. More information to come on this topic. She also mentioned that she enjoyed being at the TK/K Information Night.

Trustee Corzo attended the first DELAC meeting on November 8, 2018 put together by Coordinator Dale Rogers. She said that they reviewed functions and responsibilities and shared the English Learner categories. They plan to share that information with the DELAC community at each school. She thought that it was a very successful meeting and she is looking forward to attending the next one scheduled for January 31, 2018.

Trustee Watkins attended the San Mateo City Council Liaison meeting with City Council Member Eric Rodriguez, outgoing City Manager Larry Patterson, incoming City Manager Drew Corbett, and Trustee Ng where they talked about joint projects, including the gym projects. They also discussed opportunities for future collaboration specifically related to new developments that are directly impacting the District to ensure that those developments are providing the proper support to the San Mateo-Foster City schools. They will continue this conversation as developments take place in San Mateo. Trustee Ng added that they also talked about the repaving of Sunnybrae Elementary School's playground.

**7.4. Announcements**

None.

**8. PROPOSED CONSENT AGENDA (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 Audrey Ng  
Yes Shara Watkins

**8.1. BUSINESS/FINANCE**

**8.1.1. Notice of Completion - Audubon Elementary Roofing Project - Western Roofing Service, Inc.**

**8.1.2. Bayside Academy - Portables Relocation Project - Aram Electric - Change Order No.1**

**8.1.3. Notice of Completion - Bayside Portables Relocation - Multiple General Contractors**

**8.1.4. Notice of Completion - Highlands Elementary Playgrounds Project - Multiple General Contractors**

**8.1.5. Fire Extinguisher Service ACE Fire Equipment Service Change Order #1**

**8.1.6. Application for the USDA Farm to School Implementation Grant**

**8.1.7. Resolution No. 17/18-19 - Surplus Equipment**

### **8.1.8. County Investment Report - Quarter ending September 30, 2018**

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

### **8.1.10. Listing of Payments to Meet District Expenditures**

### **8.1.11. Gifts presented to the schools**

## **8.2. HUMAN RESOURCES**

### **8.2.1. Assignments Noted for Individuals Listed**

### **8.2.2. Resignations, Releases, and/or Retirees**

## **9. SUPERINTENDENT SERVICES/BOARD**

### **9.1. Nomination of Region 5 Delegates to CSBA (v)**

Trustee Ng noted that the California School Boards Association has ten delegates in Region 5 and three are available for election for 2019. If anyone from the District's Board would like to run for election, the Board can nominate them. The form needs to be submitted by January 7, 2019. At this time no one from the SMFCSD stated that they would like to run for election.

### **9.2. Equity Task Force Appointment Process**

Dr. Rosas shared that the District is receiving applications for the Equity Task Force and asked the Board how they wished to review the 20+ applications and implement the selection process in order to provide direction to staff.

Trustee Ng suggested setting up a committee with one of the Trustees to review the applications and possibly have interviews as well. She felt it was important to have representation from different parts of town, from Foster City and San Mateo and include voices from Special Education and general education.

Trustee Watkins mentioned that the Task Force includes two liaisons and asked if those two members would work on the Task Force selection.

Trustee Ng confirmed that the Task Force includes two Board liaisons: Trustees Watkins and Corzo.

Trustee Watkins offered to help with reviewing the applications.

Trustee Chin offered to be a liaison for the selection process and to help out on the interview process.

Trustee Watkins thought that the selection committee should redact names from the applications prior to the review and that the makeup of the Task Force should encompass more community members and parents than District staff as she is concerned with power dynamics. She added that the Task Force should bring suggestions to the Board. She felt that if the Superintendent and Board members are present, the Task Force members may feel intimidated.

Trustee Corzo stated that she would also like to see more community members in the makeup of the Task Force. She believes that there are some people that may need motivation to apply for the Task Force.

Trustee Chin agreed with having more community members on the Task Force. He also agreed that this may help members speak more freely.

It was clarified that the Board liaisons won't sit on the Task Force.

Trustee Chin thought that would be important to have District staff present to advise on work that can be done.

Trustee Ng read the makeup of the Task Force and thought that the Task Force should have a moderator who would know the different personalities and establish trust. She stated that the moderator should encourage members to speak out more and thought that it would also be important to have teachers and staff available to guide the work and not to reinvent the wheel.

Trustee Watkins thought that the makeup of the Task Force is pretty balanced. The liaisons would not be attending these meetings and she felt that there should not be Executive Cabinet members on the Task Force.

Dr. Rosas suggested having representation from the District Office as staff know the programs district wide. She believes that balance and guidance are important to ensure that what members discuss and want is actually achievable. Dr. Rosas thought that an outside facilitator would be helpful.

Trustee Watkins agreed and thought that the District should be able to appoint a District Office person.

Dr. Rosas realizes that this a bigger conversation and that the two Board members will screen applications and establish the Task Force membership.

Trustee Corzo shared the idea of offering a small stipend for people who need it and are interested in participating on the Task Force. She noted that this incentive will help with barriers to participation for families or community members who work and might not be able to participate.

Trustee Ng noted that there are other advisory committees and asked if a stipend would be offered to other committees. Trustee Corzo responded that the stipend would be offered only to members of the Task Force and the guidelines to award a stipend would be similar to the Reduced Lunch program. Trustee Ng stated that she would be hesitant to offer stipends without considering other groups. Dr. Rosas suggested keeping this in mind, move forward with membership, and let the Task Force decide.

Trustee Watkins asked where and how the District has been targeting or getting the message out. Trustee Corzo asked that the community partner groups get the application and that they are encouraged to apply.

#### Public Comments:

Randi Paynter favored the idea of carefully selecting members of the Task Force committee and minimizing the number of District staff. She noted that the formula for a successful Equity Task Force is to bring together marginalized groups that don't normally attend Board or PTA meetings. She added that the work can be done through collaboration, homework, research, reports and the Task Force can do the work, report to the Board, so that the Board can direct staff. She asked the Board to put trust in the process and people.

Julie MacArthur responded to Trustee Corzo's idea of offering a stipend to Task Force Members who need it stating that at a time of potential staff reductions this would not be well received. Ms. MacArthur thought that offering child care instead would be more appropriate.

Chris Kuka agreed with getting different sub group representatives. He noted that there are community leaders who would love to participate but probably are not aware of the Equity Task Force and that there should be more outreach. He encouraged the Board to go to other groups that are already established. He thought that offering a stipend is a catch 22 but agrees with the idea of offering child care.

The Board took a ten-minute recess from 7:39 p.m. to 7:49 p.m.

## **10. EDUCATION/STUDENT SERVICES**

### **10.1. The Achievement Initiative: Attention to Attendance. San Mateo-Foster City School District End-of-Year Report 2017-18**

Assistant Superintendent of Student Services Dr. Sarah Drinkwater introduced Lacy Collum, Intervention Manager from School Innovations and Achievement, Ms. Collum reviewed data over time, the main impacts on attendance and recommended actions. She stated that the District has participated in the Attention to Attendance (A2A) program starting in 2016.

Trustee Hitchcock thanked Ms. Collum for the presentation.

Trustee Chin asked if the 2017-2018 total Absence Summary is for excused and unexcused absences. Ms. Collum affirmed that it was.

Trustee Watkins thanked Ms. Collum for the presentation. She asked if the program would be able to track students moving between categories to see if there are changes in student achievement. Ms. Collum stated that this program could not but students can be individually monitored.

Trustee Corzo asked how long the District been in the program, and who has access to review the letters. Ms. Collum responded that it has been two years going into the third year. Dr. Drinkwater responded that each administrator and attendance staff have access to their site account.

Trustee Corzo asked how often this correlates for data meetings and for what for grade levels. Dr. Rosas noted that there are ways to utilize this information when having conversations with families during student study team meetings. Trustee Corzo thanked Ms. Collum for the presentation.

Trustee Chin asked about the financial impact when students are absent. Dr. Rosas noted that the District tends to flip between LCFF and Basic Aid funding and when it falls under LCFF, student attendance counts for funding. While the District is Basic Aid now, it is still important to track attendance to make sure students are safe, that they are in school, and that they are achieving. If the District falls back to LCFF, the daily attendance accounting is financially crucial.

Trustee Ng asked about the handling of the letters and consistency at every school. Ms. Collum responded that the letters come with the District logo and the return address is from each site signed by the school principal. The process is automated and consistent at every school. Trustee Ng thanked Ms. Collum for the presentation

Public comments:

Steven Davis felt that the presentation was more about metrics on email delivery and not about attendance. He noted that he didn't see any data by school, ethnicity, and by other groups such as students with disabilities. He would like see data metrics on attendance.

Jennifer Gurr thanked Ms. Collum for the presentation and asked if there is any data about children who take the bus to school versus students who walked to school. Does the attendance improve for children who walk to school? She felt that this is an important equity question.

Chris Kuka, wondered about the effectiveness of the letters and how much this decreases over time, considering effectiveness in the first year compared to the effectiveness over two or three years later. He asked whether a student that leaves the school during the day is considered a full day or half day of attendance.

## **10.2. Student Support Teams and Interventions for Students Needing More Intensive Behavior Supports**

Dr. Sarah Drinkwater presented information regarding Student Support Teams and Interventions for Students Needing More Intensive Behavior Supports, Session 3 of the PBIS presentations. She explained that Session 1 – Tier 1 Interventions provided information about guiding principles and expectations for all students, the PBIS framework, teacher expectations, and planning and evaluation. In Session 2, she presented information about Tier 2 - Targeted Support for some students. This may include principal involvement and communications with parents, limited loss of instructional time and restorative justice options. She talked about the discipline data and explained that is data that will come from the State Department of Education and is expected to be available on December 6, 2018, provided that there are no delays from the State. In addition, the San Mateo County Office of Education attorney provides training on a yearly basis to school administrators related the law and procedures on discipline, suspension, and expulsion. She then presented information on Tier 3 Support.

Trustee Chin thanked Dr. Drinkwater for the series of presentations and asked if there are less students in Tier 3 that there are in Tiers 1 and 2 and whether the District keeps track of the students in Tier 3. Dr. Drinkwater responded that the information is collected differently at each school. She noted that in the universal education curriculum, everyone receives Tier 1. She added that through the SWISS data schools have more information about students that are in Tier 1, then move to Tier 2, and up to Tier 3 but the data is not collected across the District. She referred to the general percentages of students that are served and that Tier 3 is usually 5 to 8 percent of the student population.

Trustee Chin also asked if students in Tier 3 require parent permission in that level of intervention and Dr. Drinkwater responded that only students who need individual assessments require parent consent. This would occur if a student was referred for Special Education evaluation and eligibility determination.. Trustee Chin commented that they visit two schools monthly and during the visitations he has noticed that some students act out and that he can tell that these students need time. He is glad to see that there are mechanisms in place for that and he appreciates it.

Trustee Hitchcock thanked Dr. Drinkwater and stated that she was sorry to have missed the last presentation. She asked if all the staff know how to turn in a referral. Dr. Drinkwater responded that staff know of the referral process in their schools, and that they initiate the form; however, the format of the form varies from site to site. The form is then turned in to the principal.

Trustee Hitchcock asked if parents and guardians are included when the teacher and principal

discuss and identify concerns. Dr. Drinkwater responded parents and guardians participate. Trustee Hitchcock also asked the same question about the behavior contract and Dr. Drinkwater responded that parents, guardians, teachers, and the principals are included, however, sometimes the student is not included and that decision depends on the age of the student and the type information that is being shared about the behavior.

Trustee Hitchcock then asked if the District has considered sending the parent and guardian letter quarterly as opposed to annually. Dr. Drinkwater said that the requirement is once a year and is at the beginning of the school year. Dr. Rosas confirmed that it is an annual notification but PBIS has a different set of notifications. Dr. Drinkwater explained that within the PBIS framework part of the implementation is that the school share school-wide expectations and that these expectations are reviewed as often as needed in the classrooms and during assemblies. This is ongoing information that parents and students receive. Trustee Hitchcock asked what the timeline is for measuring whether the strategies are successful or not. Dr. Drinkwater responded that it typically takes six to eight weeks to see a change in behavior when different support is provided. To change the undesired behavior, the student has to learn a different set of skills. The site team monitors and determines if there has been any progress in change of behavior in a timely manner.

Trustee Corzo thanked Dr. Drinkwater for the presentation and noted that it is important to be supportive in that type of situation as it is difficult for the children and the parents. She stated that a student in that situation is needing help.

Trustee Ng asked what happens with the academic needs of a child when they are suspended or expelled. Dr. Drinkwater noted that schools can send work home. Support can also be offered through individualized help from a teacher or staff member if the student will be out for some time.

#### Public Comments:

Brian Kerr commented that in the Tier 3 level for Special Education students hospitalization is included as well. He thought that the application for support in the Tier 3 program, for children with IEP in the Special Education program needs improvement, particularly with requests for assessment. He believed that the child should be removed from the classroom, in order to provide a safe environment for that class and to enable academic involvement. Regarding alternative disciplinary actions, he stated that many times we don't hear about it and if children don't receive the disciplinary action, they don't reach the Tier 3 disciplinary measures that are needed. He believes that there are behaviors that can't be helped and also calculated behaviors.

Chris Kuka stated that not all Tier 3 issue are behavior related and that Special Education students need educational support. He has concerns with Special Education staff and their lack of understanding and training on how to deal with children with severe behavior problems. He noted that if a child is having problems with anxiety or problems with paying attention, then the student is not in a positive learning environment.

Steven Davis spoke about the three sessions presented regarding PBIS and felt that parents still talk about the lack of effective behavior management in practice. Highlands and Laurel parents have expressed concerns with behavior not being managed. He stated that the problem is not always the students. He stated that he cares about the children being educated and safe and that the programs are run well.

Jennifer Gurr thanked Dr. Drinkwater for the three-series presentation. She thought that it would be beneficial for all the schools if the PBIS program and the examples of flowcharts, referral forms, and standards were implemented across the District. She asked that if students

in Tier 3 who are considered violent in the classroom have to wait 8-10 weeks. She feels for the parents and students but asked about the other students who go to school who don't feel safe. She thought that there is a need for a firm timeline and said the issue of violence in the classroom should be addressed as children should feel safe and that is also a question of equity.

## **11. BUSINESS/FINANCE**

### **11.1. Measure L - Final Citizen's Bond Oversight Committee Report**

Joel Cadiz, Director of Facilities and Chairman for Measure L, Ryan Nobrega presented an overview of Measure L and reviewed the Final Measure L Bond Oversight Committee Report.

Trustee Chin thanked Mr. Cadiz and Mr. Nobrega for the presentation. He thanked Mr. Nobrega for his service and noted that the CBOC is the checks and balances for the Bond Measure. He asked, in terms of accountability, if the District had met the voters' expectations. Mr. Nobrega responded that the CBOC reviews the funds and ensures that expenditures have met the bond criteria, and that from that stand point, they do. Mr. Cadiz responded that the Facilities team concentrated on Priority 1 tasks and moved down from there. Trustee Chin stated that this answered his question.

Trustee Hitchcock asked if the list of finalized projects includes projects from Foster City schools. Mr. Cadiz confirmed that the projects that were completed, included schools in Foster City.

Trustee Corzo thanked Mr. Nobrega for his service and noted that, with the District being so large, it must be a challenge to manage and complete projects on time but she knows that the students enjoy the results of the hard work.

Trustee Ng wanted to highlight that projects are under budget and thanked Mr. Nobrega for continuing his service on the CBOC.

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

Trustee Corzo asked for an update on the Sanctuary Task Force project.

Trustee Chin requested an update on the school calendar. He realizes that it's not settled yet but noted that there are a lot of anxious parents who are interested in obtaining a copy of the calendar. He hopes that Measure V passes and that we have better air quality. He wished everyone a happy Thanksgiving and noted that he is thankful for all the support from site administrators, staff, and the public.

Trustee Hitchcock thanked everyone for their support and wished them a safe Thanksgiving.

Trustee Watkins thanked the community and wished them a wonderful Thanksgiving.

Trustee Ng thanked everyone for joining the Board meeting and noted that Measure V results are currently at 65.4 percent and that the next tally update is on Friday, November 16, 2018.

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

Dr. Rosas thanked everyone for their patience with the Shelter in Place protocol the last 3 days and reported that the 23 Superintendents, the Superintendent of the County Office of Education, SMCSIG and the County Health Department were in contact with one another and each district made their own decision to stay open or to close. The SMFCSD made the decision to close on November 16, 2018. Before 5:00 p.m. on Sunday, November 18 the District will send messages to the staff and families regarding whether school will be open or closed on Monday, November 23, 2018.

She thanked everyone who participated in the Measure V campaign. As of November 15, 2018, the District is sitting at 65.4% with ballots left to count. The District needs 66.7% to pass so we are anxiously awaiting the last counts.

She stated that in Special Education classrooms where students need self-care an additional Para level 2 has been provided to assist. The contract paras who cannot provide self-care belong to a master contract with the SELPA which the District does control. However, this has been brought to the attention of the Associate Superintendent of the SELPA. There is one classroom in the District where a class with self-care needs does have to walk to a bathroom and the District will look at that issue as to placement for next year. She also stated that the Special Education curriculum audit is already underway through District staff in the IMC and, along with that work, there will be a decision as to what materials need to be made available.

She noted that parents have asked about opening additional subsidized pre-school options and she responded that in order to add to the District's present offerings, the District needs to seek an expansion grant and is looking into available options. The District preschool principal is also meeting with parents this upcoming Monday, November 19, 2018, to see what would best meet their needs.

Along these lines, she also reported that there have been questions about the Annex/ASES/Boys and Girls Club after school options. Additional slots for ASES have been requested three times and we have been denied because new spaces are going to districts with higher concentrations of SES students districtwide. We are looking into other options for this request also.

She stated that Trustees had considered meeting with Developers and maybe attending Planning Commission Meetings. If the Board should chose to do this, she would suggest that the Board considers this an appointment of one of the liaison positions. The Board establishes those positions at the December 6, 2018 reorganization meeting.

She mentioned that Trustees Chin and Hitchcock had committed to attend the CBOC interviews on Friday, November 16, 2018 and they have been cancelled. The new date will be provided as soon as it's made available.

Dr. Rosas addressed the requests for policy review noting that the District subscribes to a service through CSBA and they will review all of the policies, bringing them up to date with mandated language changes. The District expects to have this work completed in January 2019. The Board may then want to pull policies for additions related to our District's specific needs but, by doing this pre-work, the Board will begin with an updated, compliant set of policies.

Dr. Rosas then read the future meeting dates and noted that there is no PTA Council Meeting scheduled for November 2018 and no PTA Council, Special Education Advisory Committee, DAC/DELAC, and SMFCSD Education Foundation meetings during the month of December 2018.

November 19, 2018	7:00 p.m.	Special Education Advisory Committee
November 26, 2018	7:00 p.m.	SMFCSD Education Foundation/Abbott Foyer
December 6, 2018	6:30 p.m.	Board Meeting

All Board members wished a very happy birthday to Dr. Rosas!

**The Board then adjourned to Closed Session at 9:25 p.m.**

**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 Audrey Ng

Yes Shara Watkins

Report out of Closed Session: The Board, by unanimous vote, directed staff to provide written notice to the owners/developers of the Charter Square property that the District intends to proceed with the land purchase only option.

#### **14. ADJOURNMENT**

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

Yes Kenneth Chin

Yes Noelia Corzo

Yes Rebecca Hitchcock

Yes Audrey Ng

Yes Shara Watkins

##### **14.1. Adjournment (v)**

Closed Session Adjourned at 10:05 p.m.

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Board Secretary

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Date