

**MEETING MINUTES**

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

**2. CONVENE TO REGULAR MEETING**

The Regular Board Meeting began at 5:36 p.m.

A. Flag Salute

Trustee Watkins led the flag salute.

B. Roll Call

The following board members were present:

LaTisa Brooks  
Ken Chin  
Alison Proctor  
Maggie Trinh  
Shara Watkins

C. Approval of Agenda: **October 26, 2023**

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Trinh.

Yes LaTisa Brooks  
Yes Kenneth Chin  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

D. Approval of Minutes: **September 28, 2023**

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Trinh.

Yes LaTisa Brooks  
Abstain Kenneth Chin  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

### 3. STATEMENTS

#### A. Public Statements Related to Non-agenda Topics:

##### **Public Statement:**

None

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

#### C. Foundation / Committee / PTA Council Reports

Trustee Chin informed that yesterday he and Trustee Watkins had their liaison meeting with the City of San Mateo, where they brought up various topics and announced that they need additional help. They would love to talk to our Human Resources Department and also put up a word.

Trustee Watkins said she could not attend the Equity Task Force's second meeting last week.

Nancy Bui summarized the Equity Task Force Meeting, indicating that they spoke about the process, their values, and community builders and that their roles are aligned with the strategic plan. They also shared how they are doing with the District and moving forward.

Christian Rubalcaba shared that the Equity Task meeting focused on staying true to the committee's purpose and ensuring we are clear on equity metrics, getting input, and doing that monitoring process. They also discussed ways to systematize their feedback when interacting and hearing initiatives and the leads running these across the district.

#### D. SMETA / CSEA / SMFCAA Updates

Katherine Pratt wished Trustee Chin luck in his further things and thanked him for his service in leadership these many years during some difficult times in education. Also, a statement indicated that many of the SMETA members are expected to do more with less support and incorporate new changes without questioning them. They need to hide their feelings because they fear it may not support the district narrative. They have no interest in adding to the district narrative through the update tonight.

Brianne Bishop, CSEA Chapter Secretary, expressed gratitude for this one-time stipend distributed to employees in the October payroll. Also, she extended best wishes to Trustee Chin for his work and efforts over so many years to the students and our employees.

Becky Stephan, Brewer Island Principal, shared that administrators have been active learners at the professional development day, and two topics were discussed: inclusion and the value of feedback. Also, they have participated in district-wide safety drills, and Ruby Bridges is coming on November 14. They have encouraged everyone to walk or roll to school to join them. Teacher conferences are also coming up, and they have also held a cultural event where families showcased a country table with food, arts, and performances, and 33 countries were represented.

Caleb Bowers, Bowditch Principal, indicated that this year they are focusing on restorative justice, and they have added a new restorative justice teacher on special assignment position, which has been focusing on supporting students and positive interactions. Also indicated that all of their middle school staff have received professional development.

Amanda Driscoll extended a message of extreme gratitude to Trustee Ken Chin for the many years of service, expressing that working alongside him has been an honor in serving our staff, students, and community. They are proud and wish him the best.

#### E. Announcements

Trustee Trinh congratulated the Special Education Department for their Special Olympics today.

Trustee Chin announced that from the liaison meeting he had with the City of San Mateo yesterday, a City of San Mateo complete street plan team is meeting tomorrow at Sunnybrae Elementary, and they will be talking about transportation.

#### F. Superintendent Report

Superintendent Ochoa began with a recognition of Trustee Ken Chin and indicated they had important recognitions to give him tonight. He expressed that as Superintendent, working very closely with the board is an honor. Ken is a role model for the district with consistent ethics, a wonderful father, and absolute confidence, and many administrators feel the same way. His remarks about Ken are truly heartfelt, and he has greatly impacted our district.

In recognition of the SMFCSD, Trustee Ken Chin was given a distinguished service award.

Trustee Watkins thanked Ken Chin's family with gratitude for their support and gave them a bouquet of flowers. Trustee Watkins added that Ken had been an invaluable leader in this role, changing students' lives in this district. Ken has been respectful in every aspect of communication and has contributed so much to the community. Also added that this is a huge loss to our board and district and that it has been a privilege to serve with you.

Trustee Proctor thanked Trustee Ken Chin for being their main person and for being able to see each other perspectives, which helped them come to these meetings with confidence, and added that they had lots of projects together. Trustee Proctor thanked him for everything he did for our students and said we will always see his impact on this district. We have enjoyed working with him.

Trustee Trinh echoed the other trustee's comments, and added that Ken Chin had demonstrated respect for people with a very calm demeanor. Thanked him for all the years of service and wished him the best of luck.

Trustee Brooks, indicated that knowing Ken Chin and working together has been short but very valuable, and thanked him for the many years of service.

Nicole Fernandez, District Director for Senator Josh Becker, could not be present today. Still, he wanted to honor you for your years of service, serving during COVID-19 and

surviving it with amazing grace. He also thanked his family for allowing us to borrow him as he represented us on the school board. Present this accommodation from

Supervisor Noelia Corzo expressed that she was sad to see Ken go but also expressed her gratitude for the many years and indication. Ken brought an experience missing from the board; he was a project manager and a city planner and advocated for solar and transportation, which was invaluable. He had a lot to share, and it truly was an honor to have served with him and become friends. Also expressed that she is happy that his family can hear the positive impact you have made for the community, which will be here for decades and decades.

Trustee Chin indicated that being on the board has been like a family, and will miss being part of the team. He thanked the district staff, Superintendent Ochoa, principals, and administrators for their support during his service. Also expressed that serving on the board has been an honor and thanked the public, the community, and the students for their support. Trustee Chin ended by thanking his wife Kyla, his son Braydon, his daughter Ashlyn, his dad, and two sisters for being present and for their support. He added that his two sisters were school teachers and educators run in his family.

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

**Motion Passed:** Passed with a motion by Trustee Proctor and a second by Trustee Brooks.

Yes LaTisa Brooks  
Yes Kenneth Chin  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

##### **A. BUSINESS/FINANCE**

1. Ratify Amendment 1 to Aedis Architects for the HVAC Phase II
2. Adopt Resolution 05/23-24 – Resolution Determining that the Solar and EV Charging Projects are Exempt from the California Environmental Quality Act, Deciding to Carry Out the Projects, and Directing the Filing of a Notice of Exemption
3. Ratify Change Order No. 7 Rodan Builders Inc. for George Hall MultiPurpose Building
4. Ratify Contract for State Roofing Systems Inc. for Abbott Middle School Gutter Project
5. Ratify Contract to State Roofing Systems Inc. for Borel Middle School for the Gutter Project
6. Ratify Contract State Roofing Systems Inc. for George Hall Gutter Project
7. Ratify Contract State Roofing Systems Inc. for Laurel Elementary School Gutter Project

8. Ratify Contract State Roofing Systems Inc. for Meadow Heights Elementary School Gutter Project
9. Ratify Contract to State Roofing Systems Inc. for North Shoreview Montessori Gutter Project
10. Approval of the YMCA MOU for Annex Intersession Camps at Fiesta Gardens International School
11. Approval of District Expenditure Report
12. Ratify Purchase Order Report for Contracts, Consultants, and Services of \$45,000 or Less.

**B. HUMAN RESOURCES**

1. Approval of University Intern and Student Teacher Agreements
2. Approval of Personnel Report: Resignations, Releases, and/or Retirements
3. Approval of Personnel Report: New Hires and Assignment Changes
4. Approval of California School Employees Association (CSEA), Chapter 411 - San Mateo -Foster City School District (SMFCSD) Covid-19 Leave MOU
5. Approval of MOU Agreement Between SMFCSD and SMETA Regarding District's Target Solutions Training
6. Approval of California Employees Association (CSEA), Chapter 14 – San Mateo-Foster City School District (SMFCSD) Information Technology Department MOU
7. Approval of California School Employees Association (CSEA), Chapter 411 - San Mateo-Foster City School District (SMFCSD) Annex Program MOU

**C. EDUCATION SERVICES**

1. Approve Mission Springs Outdoor Education Program
2. Approve Purchase of Inclusive/Culturally Responsive Materials for School Libraries

**D. STUDENT SERVICES**

1. Approval of Williams Quarterly Report - First Quarter 2023-2024
2. Approval of the 2023-2024 Consulting Contract Summary
3. Approval of 2023-2024 NPS Contract Summary
4. Approval of 2023-2024 NPA Contract Summary

5. Approval of Agreement with Restorative Solutions and the San Mateo-Foster City School District from 10/1/23 through 6/30/24

## 5. BUSINESS / FINANCE

- A. School Construction Update: Report of Capital Projects: Measure T, X, and other funding sources October 2023

Amy Ruffo, Director of Facilities and Construction, reported on the status of Capital Projects Measure T, X, and additional funding sources for October 2023. The purpose of each status report is to inform the Board of Trustees, the staff, and the public about what has been accomplished to date and the status of each project. Solar projects will begin during winter break, and Parkside MPR and Bowditch Gyn will begin in January. Abbott, Laurel, and North Shoreview fields will be opened this month.

### **Clarifying Questions from the Board:**

Trustee Trinh, listen

### **Public Comments:**

Dana, a Fiesta Gardens parent, indicated that everyone is excited about the campus swap and switching to a K-8 school and asked for clarity on when the swap will happen and when it will be completed.

### **Board Comments:**

Trustee Chin thanked Amy Ruffo for the presentation. He indicated that he appreciates the whole team's hard work and likes the idea of the open classrooms. He is also happy to take advantage of the rebate and save more than a thousand in water with the new turf fields.

Trustee Proctor thanked Amy Ruffo for the presentation and hard work and was very impressed and appreciative of the work. Also wanted to make sure there are shade structures for students.

Trustee Brooks thanked Amy Ruffo for the presentation and for putting this together. The buildings are coming well, and they are quite impressive. It is fascinating for the kids to experience.

Trustee Trinh indicated that many projects are ahead of schedule, which is impressive. Thanked the team for the hard work and expressed that the buildings and landscaping give the school a new feel.

Trustee Watkins echoed what other trustees said and added that many projects are coming under budget. Thanked Amy Ruffo, Patrick Gaffney, and the rest of the team. Trustee Watkins mentioned that some of the projects were long overdue, which means a lot to the community, and that the Fiesta Gardens and College Park move will be coming up on a new agenda.

Superintendent Ochoa indicated that the Fiesta Gardens and College Park move project will happen in August 2025.

Patrick Gaffney thanked the board for the courage to move forward.

**6. HUMAN RESOURCES**

- A. Hold Public Hearing on Initial Proposal from California School Employees Association (CSEA), Chapter 411 Successor Agreement Negotiations from July 1, 2024-June 30, 2027 with San Mateo-Foster City School District (SMFCSD)

Trustee Watkins opened the Public Hearing at 6:52 pm.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

Trustee Watkins closed the Public Hearing at 6:53 pm.

- B. Approval of California School Employees Association (CSEA), Chapter 411 Initial Proposal for the 2024-2027 Successor Negotiations with San Mateo-Foster City School District (V)

Diana Tavares thanked the CSEA leadership and indicated that they are ready to begin negotiations as a team for the 2024-2027 contract. CSEA has proposed five articles they would like to open in their contract, which are attached for the board review and vote.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Trinh.

- Yes LaTisa Brooks
- Yes Kenneth Chin
- Yes Alison Proctor
- Yes Maggie Trinh
- Yes Shara Watkins

- C. Hold Public Hearing on San Mateo-Foster City School District (SMFCSD) initial proposal for negotiations with California Employees Association (CSEA), Chapter 411 for Successor Agreement from July 1, 2024-June 30, 2027

Trustee Watkins opened the public hearing at 6:56 pm

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

Trustee Watkins closed the public hearing at 6:57 pm.

- D. Approval of San Mateo-Foster City School District Initial Proposal for the 2024-2027 Successor Agreement negotiations with California School Employees Association (CSEA) Chapter 411 (V)

Diana Tavares indicated that the district is choosing to open two articles matching the CSEA proposal in which they have opened five articles. This is the district's proposal for July 2024 - June 2027.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Trinh.

- Yes LaTisa Brooks
- Yes Kenneth Chin
- Yes Alison Proctor
- Yes Maggie Trinh
- Yes Shara Watkins

**7. EDUCATION SERVICES**

- A. Review and discussion of District Fall 2023 Interim Assessment Data



David Chambliss reported that students in grades K-8 take interim literacy and math assessments three times a year. So far this year, students in K-2 have taken PAF foundational literacy assessments; students in 3-8 have taken the Reading Inventory literacy assessment; and students in K-5 have taken the Math Common Formative Assessment (6-8 math assessments come later this fall). These assessments provide information to teachers for small group learning assignments, classroom support, and after-school intervention, and they provide information for leadership to monitor key actions in the Strategic Plan. The board has already received an update on K-2 PAF fall results. Staff will present information on student performance on the 3-8 Reading Inventory literacy and K-5 Math interim assessments.

**Clarifying Questions from the Board:**

Trustee Proctor inquired if there was any correlation between this data and the CASP scores and if you have tried to tie that back.

David Chambliss indicated that the main purpose of the testing is to identify which students are struggling and support them now.

Trustee Trinh inquired what percentage of the students are struggling; it is hard to tell from these data, and it would be helpful to see how we measure the impacts on the students.

**Public Comments:**

None

**Board Comments:**

Trustee Chin expressed that he sees improvement and wishes to see each student's growth. He thanked David and his team for the information.

Trustee Watkins inquired if we could maybe do a study session to do almost like a focal student analysis to see across various assessments and interventions, and to see the comprehensive picture and the complexity of the situation and how we address that would potentially help our board to see the full picture.

Trustee Trinh indicated that the 3rd graders begin during COVID-19, greatly impacting the testing.

Superintendent Ochoa agreed that we should bring this topic to a study session.

**B. Review and discussion of 2023-24 Science Programs**

David Chambliss made a presentation focused on updated scope and sequence, emphasizing maximizing hands-on opportunities for students, middle school science professional development opportunities, and elementary school science professional development opportunities.

**Clarifying Questions from the Board:**

Trustee Trinh noticed that categories and how we separate them are inconsistent; maybe we could discuss it. Provide more context on the data regarding other years.

**Public Comments:**

None

**Board Comments:**

Trustee Chin thanked David Chambliss for the presentation about the CASP data. It does show where we need to improve, and we know that we have a plan to do that.

Trustee Brooks expressed appreciation for how the district has taken the approach focusing on student retention and test prep.

Trustee Proctor indicated that schools did not present the data, but some schools would use more resources than others and maybe highlight those needs.

**8. STUDENT SERVICES**

A. Review and discussion of 2023-24 Student Wellness

Margarete Heredia gave the Board of Trustees updates regarding District-wide Wellness strategies and support. The discussion topics included a Multi-Tier Service of Support overview, updates on the Nursing Department, an overview of the Wellness Team, Threat assessment update, Guaranteed counseling services, and wellness strategies & support District-wide.

**Clarifying Questions from the Board:**

Trustee Watkins inquired about the threat assessment process since it outlined policy involvement and whether the graphic was ours or the county's.

Trustee Brooks expressed that she sees the focus on mental health, and in crisis intervention, teachers are being trained to de-escalate the crisis.

**Public Comments:**

None

**Board Comments:**

All board members commented about this item and focused on the fact that they would like to see more data to determine if we are making an impact; they are excited about all the positions that have been added to support the students. Sharing this important information with parents would also be a good idea. Also, would like to see more support for teachers.

**9. SUPERINTENDENT SERVICES / BOARD**

- A. APPROVE RESOLUTION NO. 04/23-24 TO FILL BOARD VACANCY BY PROVISIONAL APPOINTMENT AND ESTABLISH PROCEDURE FOR THE APPOINTMENT OF A PROVISIONAL BOARD MEMBER (V)

Superintendent Ochoa indicated that this process is familiar to the board as a few months ago, we followed the same process that resulted in Trustee Trinh joining the Board. A provisional (short-term) appointment instead of a special election is recommended to take place. Such appointment will occur at the regular meeting of the Board of Trustees on Thursday, December 14, 2023.

This appointment shall be until the next general election in November 2024 unless a petition is filed for a special election.

**Clarifying Questions from the Board:**

Trustee Proctor inquired if the December meeting is where we do the board reorganization.

**Public Comments:**

None

**Board Comments:**

None

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Trinh.

Yes	LaTisa Brooks
Abstain	Kenneth Chin
Yes	Alison Proctor
Yes	Maggie Trinh
Yes	Shara Watkins

- B. Review of the proposed Memorandum of Understanding (MOU) Between the City of San Mateo and The San Mateo-Foster City School District Regarding Police Engagement and collaboration

Superintendent Ochoa stated that the Memorandum of Understanding (MOU) details the proposed agreement between the District and the City of San Mateo for defining the terms and conditions governing the use of police engagement and collaboration of the SAN MATEO Police Department (SMPD) on DISTRICT elementary and middle school campuses. The MOU outlines POLICY, ROLES, DUTIES, PLANNED SCHOOL-RELATED EVENTS, RESPONSE TO EMERGENCIES, and TERM.

**Clarifying Questions from the Board:**

None

**Public Comments:**

None

**Board Comments:**

Trustee Watkins indicated that she is glad we can have a resolution and appreciates the work that has happened at the district level.

**10. BOARD MEMBER STATEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Trustee Trinh inquired about having more campuses open during the weekend for community use and the process to make that happen.

Trustee Proctor had the School Partners Visitation at Beresford this week and wanted to thank the students and principal for hosting them.

Trustee Chin and Trustee Brooks indicated they attended the School Partners Visitation at Meadow Heights with four partners and students. Principal Dale and the other staff were fantastic. They saw five classrooms, and seeing our partners enjoy the visit was great.

Trustee Brooks expressed that visiting the students at the school has been her greatest joy. The format that has been implemented is essential and reflective of what is happening in this district.

**11. FUTURE MEETING DATES**

Study Session - Special Education

- November 2, 2023

Regular Board Meeting:

- November 16, 2023
- December 14, 2023
- January 25, 2024

**12. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**13. RECESS TO CLOSED SESSION**

The Board recess to closed session at 9:05 pm.

- A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Case Name: In re: JUUL Labs, Inc. Marketing Sales Practices & Products Liability Litigation (N.D. Cal.) MDL 3674
- B. GOVT. CODE § 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR(S) – Agency Designated Representative: Diego R. Ochoa Employee Organization: CSEA and/or SMFCAA

C. GOVT. CODE § 54957 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

D. GOVT. CODE § 54957 - PUBLIC EMPLOYEE EVALUATION – SUPERINTENDENT

#### 14. RECONVENE TO OPEN SESSION

A. Report of Closed Session

The board took action with one thing to report out of closed session. The board took action by unanimous vote of all trustees present to accept the district's 10923 investigation decision issued to a certificated employee under board policy 1312.1 as the decision of the board; accordingly, the employee request to appeal the decision is denied the board's decision is final, and the employee shall receive notice of this decision.

#### 15. ADJOURNMENT

A. Adjournment (v)

**Motion Passed:** Passed with a motion by Trustee Brooks and a second by Trustee Chin.

Yes LaTisa Brooks  
Yes Kenneth Chin  
Yes Alison Proctor  
Yes Maggie Trinh  
Yes Shara Watkins

The regular Board Meeting adjourned at 10:20 pm.